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THE GOVERNMENT OF THE PHILIPPINE ISLANDS
BUREAU OF CIVIL SERVICE

MANUAL OF INFORMATION

RELATIVE TO THE

PHILIPPINE CIVIL SERVICE

SHOWING THE POSITIONS, CLASSIFIED AND UNCLASSIFIED, THE METHODS GOVERNING EXAMINATIONS AND CERTIFICATIONS FOR APPOINTMENT, THE REGULATIONS FOR RATING EXAMINATION PAPERS, SPECIMEN EXAMINATION QUESTIONS, AND CONDITIONS OF APPOINTMENT AND SERVICE.

THE REPORTS OF THE BUREAU OF CIVIL SERVICE, SHOWING THE RESULTS OF ITS WORK AND CONTAINING THE CIVIL SERVICE ACT, RULES, AND REGULATIONS, MAY BE OBTAINED UPON REQUEST THEREFOR, OR CAN BE CONSULTED AT THE OFFICE OF THE BUREAU IN MANILA AND AT THE OFFICES OF THE PROVINCIAL BOARDS; ALSO AT THE LIBRARIES OF THE PRINCIPAL PUBLIC INSTITUTIONS IN THE UNITED STATES AND THE PHILIPPINE ISLANDS.

MANILA
BUREAU OF PRINTING
1906

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BUREAU OF CIVIL SERVICE

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SCHEDULE OF EXAMINATIONS IN THE PHILIPPINES.

Examinations in Manila are held according to paragraphs 1 to 7 of the following schedule, provided that all examinations named, except first, second, and third grade, may be given on any Monday if the needs of the service require:

1. On the third Monday of January, March, May, July, September, and November, in English only: First grade, bookkeeper, stenographer, typewriter, translator, interpreter, and clerk of court.

2. On the third Monday of January, May, and September, in Spanish only: First grade, bookkeeper, stenographer, typewriter, and clerk of court. (The practical questions forming part of the bookkeeper examination are given in English only.)

3. On the first Monday of every month in English only: Second grade, junior translator, junior interpreter, junior typewriter, hospital attendant, and ranger.

4. On the first Saturday of March, June, September, and December, in Spanish only: Second grade and all examinations of which the second grade Spanish forms a part, including ranger, junior typewriter, and junior draftsman.

5. On the second Monday of every month in English only: Third grade (for Filipinos only), examinations for first-class patrolmen for the Police Department, first-class prison guards for Bilibid Prison, first-class firemen for the Fire Department, and the apprentice examination for the Bureau of Printing.

6. On the fourth Saturday of January, April, July, and October, in Spanish only: Third grade, examinations for patrolmen of the third class for the Police Department, for second-class prison guards for Bilibid Prison, and examinations for trades positions in the Bureau of Printing, including the apprentice examination in Spanish.

7. Examinations for professional, technical, and scientific positions, and for positions indicated in section 30 of the Manual, will be held whenever the needs of the service require. Applicants who file applications for these positions will be notified when they may be examined. Examinations for assistant, for teacher, and for Filipino teacher, in English only, on June 5 and 6, 1906.

Examinations in all the provinces except Bataan, Cavite, and Rizal are held according to the following schedule:

8. First grade, second grade, third grade, bookkeeper (the practical questions forming part of the bookkeeper examination are given in English only), clerk of court, ranger, and junior draftsman, in either English or Spanish; translator and junior translator, in English only, on April 20 and November 3, 1906; assistant, teacher, and Filipino teacher, in English only, on June 5 and 6, 1906.

An applicant who contemplates entering the service should file an application *without delay*. Applications for the examinations in Manila must be filed at least one week before the date of the examination. If application is made for an examination the date of which is not fixed in this schedule, the applicant will be notified when the examination may be taken; but special examination will not be given to individuals on dates other than those fixed in advance for the examination of all applicants who have filed properly completed applications.

All applicants to be examined in Manila should bring or send their applications to the Bureau of Civil Service; all others should file their applications with the chairman of the examining committee of the province in which they desire to be examined.

CALENDAR.

1906							1907																												
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* Legal holidays.

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MANUAL OF INFORMATION.

SECTION 1. This Manual contains information relative to the conditions under which appointments are made to the Philippine civil service. The scope and character of the principal examinations for entrance to the service are outlined and information is given upon other matters which are usually the subject of correspondence. Persons seeking information in regard to the service should therefore carefully read this Manual before making inquiries, which may be fully answered herein. If information is desired which is not given in the Manual, letters of inquiry may be addressed to the Bureau of Civil Service, Manila. In this connection, however, attention is called to the fact that the Philippine Civil Service Act and Rules provide for the holding of examinations for this service in the United States under the auspices of the United States Civil Service Commission, Washington, D. C., to which Commission all correspondence from applicants resident in the United States should be addressed.

All ordinary positions in the Philippine civil service are filled through the examination of Filipinos and Americans resident in the Islands. The Bureau of Civil Service requests the United States Civil Service Commission to hold examinations in the United States only when eligibles are not obtainable in the Philippine Islands, by promotion or by original appointment, to fill positions, above the lower grades, requiring professional, technical, or scientific qualifications, or special clerical ability. The Philippine Civil Service Act contemplates the carrying on of the work of government in the Philippine Islands largely by the aid of Filipinos; hence, Americans entering the service are expected, in addition to performing the usual duties incident to their positions, to teach Filipinos, earnestly and sympathetically, how properly to perform the work required of them; appointees from the United States must therefore possess force of character and other qualifications above the ordinary to perform satisfactorily the duties to which they are assigned. The possession of tact, sound judgment, and initiative, with ability to perform original action work, is necessary.

In view of the many inquiries from persons in the United States regarding appointment to the lower grade clerical positions in the Philippine service, it may be stated that thus far no difficulty has been found in filling such positions through the examination of Filipinos and Americans resident in the Islands. No examinations are held and no appointments are made in the United States to fill vacancies in clerical positions of the lower grades in this service.

During the past four years approximately 600 graduates of colleges and universities in the United States have been appointed in the Philippine civil service. It is purposed to establish and maintain a dignified and efficient civil service in the Philippine Islands; it is desired, therefore, that well-educated young men with strength and force of character enter the competitive examinations held in the United States with a view to appointment to the Philippine service.

The assistant examination is usually held semiannually in the United States. As a result of this examination appointments to the Philippine civil service may be made to positions above the lower grades, in which special clerical ability,

or professional, technical, or scientific qualifications are required, such as the positions of teacher, civil engineer, bookkeeper, auditing clerk, etc. A description of the assistant examination, with further remark relative thereto, is given in section 14 of this Manual. With a view to appointment to the position of teacher in this service, it is especially desired that recent graduates of agricultural and polytechnic schools enter this examination or the teacher examination.

The teacher examination is held from time to time in the United States. For a description of this examination, see section 15 of this Manual. By an amendment to the Philippine Civil Service Act, appointments to the position of teacher were required to be made as a result of examination subsequent to September 1, 1903. From that date to June 30, 1905, 429 teachers were appointed to the Philippine service as a result of examinations held in the United States.

Examinations for stenographer and typewriter are frequently held by the United States Civil Service Commission for this service. (See sec. 18.)

In addition to the above examinations, the Bureau of Civil Service has frequently requested the United States Civil Service Commission to hold special examinations for positions in the Philippine service, such as accountant or book-keeper (sec. 17), draftsman (sec. 25), civil engineer (sec. 27), surveyor (sec. 28), medical inspector or physician (sec. 33), veterinarian (sec. 35), trained nurse (sec. 36), printer, pressman, proof reader, electrotyper and stereotyper, linotype machinist, bookbinder, photoengraver (sec. 41), forester, chemist, etc.

Civil positions in the military division of the Philippines are not in the Philippine civil service, but are in the civil service of the United States. However, vacancies therein may be filled by examination and certification by the Bureau of Civil Service. The positions referred to include those under the Military Secretary, Inspector-General, Judge-Advocate-General, Chief Quartermaster, Chief Commissary, Chief Surgeon, Chief Paymaster, Chief Engineer Officer, Chief Ordnance Officer, and Chief Signal Officer. The Bureau of Civil Service will receive applications for admission to the Federal civil service in the Philippine Islands.

On September 19, 1900, the United States Philippine Commission enacted a law (Act No. 5) known as the "Civil Service Act," providing for the organization of the Philippine Civil Service Board (name and organization changed by Act No. 1407 to "Bureau of Civil Service," effective November 1, 1905), which is authorized by the Civil Service Act to formulate rules and to prepare examinations for entrance to and promotion in the classified service. The purpose of the Act is declared to be "the establishment and maintenance of an efficient and honest civil service in the Philippine Islands."

The term "Unclassified Service" refers to that portion of the Philippine civil service in which positions may be filled without civil-service examination.

The term "Classified Service" refers to that portion of the Philippine civil service in which positions must be filled as a result of civil-service examination. A vacancy in a position in the classified service may be filled: First, by original appointment through examination and certification by the Bureau of Civil Service; second, by the promotion of a person in the classified service to the vacant position; third, by the reinstatement of a person formerly in the service; fourth, by the transfer of a person from a position in the classified service of the Philippine Islands or from the Federal classified civil service of the United States to the vacant position. These various methods of filling vacancies are explained in this Manual.

Certain positions, as shown in the schedules below, when not filled by promotion, transfer, or reinstatement, must be filled by competitive examination, while others may be filled by noncompetitive examination if in the opinion of the Bureau of Civil Service competitive examination is not practicable.

Classified and unclassified positions.

SEC. 2. The following schedules show the methods of entrance to the various positions in the different branches of the service:

Schedule A.—All positions, principally clerical, not included in the following schedules, filled by employees of whatever designation, who are compensated by a fixed salary or otherwise, in all Departments, Bureaus, and Offices of the Insular Government of the Philippine Islands, in the provincial government service, and in the service of the city of Manila. The positions and employments included in this schedule are classified, and vacancies therein not filled by promotion, reduction, transfer, or reinstatement shall be filled by competitive examination.

Schedule B.—Professional, technical, and scientific positions, filled by employees of whatever designation, whether compensated by a fixed salary or otherwise. The positions and employments in this schedule are classified, and vacancies therein if not filled by promotion, reduction, transfer, or reinstatement shall be filled by selections from certifications of eligibles secured by competitive or noncompetitive examination, as the Bureau of Civil Service may determine, to meet the needs of the service. This schedule includes positions for which registers of eligibles are not ordinarily maintained and in which vacancies occur less frequently than in those of the preceding schedule. Examinations for these positions are held only when eligibles are needed. It is the practice to announce such examinations through the newspapers. No complete list of such positions can be furnished, as it is impossible to predict in what positions vacancies may occur. Below there follows a partial list:

Chemist; assistant chemist; chemist and food analyst; chemist and investigator; agricultural chemist; physical chemist; analytical chemist; physiological chemist; pharmacologist; laboratory assistant; pharmacist; assistant bacteriologist; pathologist; assistant pathologist; assistant biologist; geologist; mineralogist; entomologist; municipal physician; house physician; anatomical artist; director of serum institute; director of vaccine institute; medical inspector; forestry inspector; assistant forestry inspector; forester; assistant forester; manager timber-testing laboratory; instrument maker; superintendent of experiment station; agricultural explorer; fiber expert; horticulturist; botanist; sugar culturist; manager of stock farm; expert in animal husbandry; veterinary inspector; veterinary surgeon; disinfector; preparator of vaccine; customs appraiser; deputy customs surveyor; appraiser of textiles; admeasurer; special agent; cashier; civil engineer; mechanical engineer; surveyor; architectural draftsman; mechanical draftsman; topographical draftsman; sanitary engineer; master builder; electrician; observer, Bureau of Coast and Geodetic Survey; computer; photographer; law clerk; editorial clerk; linotype operator; librarian; engraver; boiler inspector; harbor master; provincial treasurer; inspector; teacher; Filipino teacher; municipal treasurer.

Schedule C.—Positions of skilled workmen, mechanics, or artisans. These positions are classified under subsection (d), section 6 of the Civil Service Act. Examinations given for these positions are generally noneducational and non-competitive in character. Each applicant is required to complete and submit on Form No. 35 evidence of his age, character as workman, experience, and physical condition, these elements composing the examination. No educational test or practical questions are given except for certain trades and technical or skilled occupations, such as printer, nontechnical mechanical engineer, electrician, etc., for which the examinations are generally competitive. Following is a partial list of positions in which vacancies are filled by the noneducational examination provided in Form No. 35:

Armorer; baker; blacksmith; cabinetmaker; canvas worker; carpenter; chainman; cook; cranesman; assistant cranesman; dredge engineer; dredge inspector; dynamo tender; engineman; fireman; foreman and assistant foreman, except in the Bureau of Printing; gardener; gas fitter; hardwood finisher; harness maker; horseshoer; assistant inspector; light-house keeper; lineman; lock expert; machinist; market collector; mason; master and pilot; master of launch; master of lorch; master mechanic; master workman; mate of launch; matron; mechanic; money counter; molder; oiler; overseer; packer; painter; pilot; pipe fitter; plumber; quarryman; rodman; sailmaker; sheet iron worker; steam engineer; steam engineer and machinist; steam fitter; superintendent of corral; teamster; tinsmith; watchman; wireman; wood worker; wheelwright.

Schedule D.—Heads and assistant heads of Bureaus or Offices, and superintendents: Vacancies in these positions shall be filled by the promotion of persons in the classified service, if competent persons are found in the service who, in the judgment of the appointing power, are available and possess the qualifications required. It is thus seen that it is the purpose of the appointing power to observe the principle of promotion in filling vacancies in the highest positions.

Schedule E.—The following positions and employments are in the unclassified service: One private secretary to the Governor-General and to each member of the Philippine Commission except the President; persons appointed by the Governor-General, by and with the advice and consent of the Philippine Commission, unless otherwise specially provided by law; any person in the military or naval service of the United States who may be detailed for the performance of civil duties; all persons employed as semiskilled or unskilled laborers whose rate of compensation is less than \$360 per annum or \$1.20 per diem, and all employees whose rate of compensation is \$120 or less per annum; postmasters and customs inspectors in the provinces whose rates of compensation do not exceed \$300 and \$180 per annum, respectively, who may lawfully perform the duties of postmaster or customs inspector in connection with the other official duties with which they are charged, if they be Government employees, or, if not Government employees, in connection with their private business, such duties requiring only a portion of their time; postmasters who are required to perform the duties of telegraph operators; postmasters, at Army posts only, whose compensation does not exceed \$600 per annum; any position in the Department of Commerce and Police the duties of which are of a quasi-military or quasi-naval character; detectives; secret agents; sheriffs and deputy sheriffs; telegraph operators and linemen.

How to proceed to secure an examination.

SEC. 3. Applicants residing in the Philippine Islands who desire to be examined for the Philippine civil service or for the Federal service in the Philippine Islands may apply by letter or in person to the Bureau of Civil Service, Manila, or to the examining committees at provincial capitals, for a blank form of application for examination and for the Manual of Information. Each applicant should apply for his own application blank and Manual, as it is not the practice to furnish them to one person for the use of another.

Applicants residing in the United States who desire to be examined for this service should apply to the United States Civil Service Commission, Washington, D. C., which Commission will furnish all necessary information and hold examinations in the United States at the request of the Bureau of Civil Service. Such applicants should forward their applications when completed to the United States Civil Service Commission.

An applicant upon receiving a blank form of application and a Manual will

decide what examination he desires to take. A description of the principal examinations held by the Bureau of Civil Service will be found in this Manual. Applicants residing in the Philippine Islands may be examined in Manila or at provincial capitals, or in Manila only if the exigencies of the service so require.

The form of application should first be closely read by the applicant and then filled with great care, every question being answered. Full instructions for the filling in and completion of the application will be found on the blank itself, and applicants are cautioned to conform in all respects to the printed instructions. Failure to do this will cause unnecessary delay and annoyance to the applicant as well as to the Bureau of Civil Service. The application must be subscribed and sworn to before an officer duly authorized to administer oaths. If the oath is executed in the Philippine Islands, the date, number and place of issuance of the applicant's cedula must be stated on the lines provided therefor, and a 20-centavo documentary revenue stamp must be affixed and canceled. The vouchers must be filled by reputable persons who have been personally acquainted with the applicant for a period of at least six months. After the application has been properly completed and executed it should be brought or forwarded to the Bureau of Civil Service, or to the provincial examining committee. If the application is found correct in form and is approved, a card of admission will be issued, informing the applicant when and where he may be examined.

Applications for examination may be obtained and filed at any time, but unless received at least one week prior to the date fixed for an examination in Manila, or in sufficient time prior to the holding of an examination in provincial capitals to permit of the shipment of papers to those points, they may not be accepted for that examination; but, if properly executed, they will be approved, and a card of admission sent to the applicant for the next examination of the kind to be held at the place selected.

An applicant who claims citizenship in the United States must make oath in his application to his citizenship. In the case of foreign-born persons claiming citizenship, proof of such citizenship must be furnished. If naturalized, the certificate of naturalization should accompany the application.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be disapproved. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When naturalization papers are lost, a certificate showing the facts in the case must be procured from the court that issued the naturalization papers.

A foreign-born person who has been honorably discharged from the Army or Navy of the United States will be examined if his discharge is submitted with his application.

No person will be admitted to examination unless he has filed with the Bureau of Civil Service the required application.

If an applicant qualifies in examination within six months from the time of filing his application, the application is good until the expiration of the period of eligibility; if, however, he desires reexamination during his period of eligibility, under the provisions of paragraph (k), section 5, of this Manual, a new application must be filed. If he is not examined, or is examined but fails to pass, within six months from the date of filing his application, a new application must be filed before an admission card will be issued.

An applicant who has applied for examination and desires to change the place of his examination from one city to another may be examined at the place requested by him if he returns his card of admission within sufficient time prior to the date of examination to permit of the shipment of the necessary papers.

An application is good for only one grade of examination, and if an applicant desires to take two or more different grades he must file an application for each grade.

Information for enlisted men of the United States Army serving in the Philippines.

SEC. 4. Enlisted men of the United States Army will not be admitted to examination unless permission of the proper military authorities to enter the examination is submitted to the Bureau of Civil Service with the application. The completed application on the printed form supplied by the Bureau of Civil Service should therefore be forwarded through military channels to the Military Secretary, Philippines Division, accompanied by a letter requesting permission to be examined. In this connection attention is called to the fact that the military authorities will not grant permission to be examined with a view of appointment in the Philippine civil service to enlisted men who have more than six months to serve to complete their enlistment. Permission for examination with a view of appointment in the Federal civil service is sometimes granted to enlisted men who have more than six months to serve.

Persons who are debarred from examinations.

SEC. 5. No person will be admitted to an examination—

(a) Who is under 18 or over 40 years of age, unless, in the discretion of the Bureau of Civil Service, the needs of the service require that the age limits be extended for a particular kind of examination.

(b) Who is not a citizen of the United States unless he has been honorably discharged from the military or naval service of the United States; or who is not a native of the Philippine Islands or a person who has, under and by virtue of the treaty of Paris, acquired the political rights of natives of the Islands.

(c) Who fails to take the oath of loyalty required of all applicants for examination in the Philippine Islands and to furnish satisfactory evidence that he is loyal to the United States of America as the supreme authority in the Islands, or who has taken the oath of allegiance to the United States and violated it.

(d) Who, upon physical examination, is found to be disqualified for efficient service in these Islands.

(e) Who uses intoxicating liquors to excess.

(f) Who is an officer or an enlisted man in the Army, the Navy, or the Marine Corps of the United States, or in the Philippines Constabulary, and has not filed with his application written permission from the proper authority to enter an examination.

(g) Who has been guilty of a crime, or of infamous, notoriously disgraceful, or immoral conduct, drunkenness, or dishonesty, which in the opinion of the Bureau of Civil Service should disqualify him for the service.

(h) Who has been dismissed from the service for delinquency or misconduct within one year next preceding the date of his application.

(i) Who has intentionally made a false statement in any material fact, or practiced or attempted to practice any deception or fraud in securing his examination, registration, or appointment.

(j) Who has failed to receive absolute appointment at the end of his probationary service for the position for which he again applies within one year from the expiration of the period of his probationary service.

(k) Who within six months has taken the same kind of examination for which he again applies and is eligible as a result of that examination.

(l) Who has been guilty of collusion in examination within one year preceding the date of his application.

What applicants should bring to the examination room.

SEC. 6. All applicants in examinations where writing is required must provide themselves with pens, penholders, erasers, ink, and blotters. Applicants should not bring paper for use in the examination room, as such blank paper as may be needed in connection with the examination sheets will be furnished.

Applicants for the stenography and typewriting examination should provide themselves with typewriting machines and stands or tables.

Applicants for the bookkeeper, draftsman, or any other examination requiring the use of instruments must furnish the instruments required.

Each applicant must bring his card of admission to the examination room and present it to the examiner in charge.

Haste and carelessness in examinations.

SEC. 7. Many competitors fail to pass an examination or fail to obtain a satisfactory rating not through a lack of knowledge but principally owing to haste and carelessness in reading and interpreting questions and in writing the answers. With few exceptions, the time used by a competitor in completing a subject is not an element in determining the ratings. While a competitor must finish his examination within the time allowed, he should carefully, thoughtfully, and completely answer each question.

The time allowed for each examination is considered sufficient for competitors to complete it by using a reasonable degree of intelligent application in their work, and it can not be extended in individual cases, as, for instance, where a competitor devotes so much time to the work of one subject that he can not complete the remaining subjects within the prescribed time.

Regulations governing competitors in examinations.

SEC. 8. The following is a copy of the regulations furnished to each competitor at the beginning of an examination:

1. In order that the identity of competitors may not be disclosed until after the examination papers are rated, you will be given an examination number which you will write, instead of your name, on each sheet of the examination. Do not sign your name to any sheet in the examination, except the sealed declaration sheet.

2. Unless otherwise stated, you are not limited in time on any sheet, but should gauge your work on each sheet so as to complete the examination within the limit of time prescribed for the entire examination. Time is reckoned from the moment of receiving examination sheet number one. No allowance will be made for time lost in or out of the examination room unless time is allowed for lunch when the examination is more than six hours in length.

3. Do not leave the room, if possible to avoid it, with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. A competitor in an examination of six hours or less is not allowed to leave the room until he has finished his examination, except in case of extreme necessity. No competitor shall leave the room at any time without permission of the examiner.

4. Read carefully the printed instructions on each sheet before commencing work thereon.

5. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

6. An examination sheet spoiled by you can not be exchanged for another of the same kind.

7. Perform all work on each examination sheet with ink.

8. Pencil and scratch paper may be used in preliminary work, except in the spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

9. Use no blank paper except that furnished by the examiner in charge, and on completing an examination sheet hand in the blank paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the blank paper is collected, not for consideration in the rating, but for destruction.

10. No helps of any kind are allowed. Before the examination is commenced hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions for the purpose of taking them from the examination room.

11. All conversation or communication between competitors during the examination is strictly prohibited.

12. Do not copy or attempt to copy from the work of any competitor or permit any competitor to copy from your work or to read the examination sheets in your possession.

13. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution.

14. Copies of examination papers or examination questions must be handed in with the answers and must not be taken from the room.

N. B.—A violation by you of the instructions contained in paragraphs 10, 11, or 12 will be deemed sufficient cause for canceling your papers and for refusal to admit you to any other examination. You are requested to report to the examiner any irregularity that may come under your notice during the examination.

Provincial examining committees have been given circular letters containing specific instructions fully advising them how to conduct examinations properly.

Descriptions of examinations.

SEC. 9. Below will be found a description of some of the examinations which are held by the Bureau of Civil Service. As an aid to applicants in arriving at a proper understanding of the scope of the different examinations, specimen questions and exercises are given in the following pages. These particular questions and exercises will not, of course, be used in the examination of applicants, but are intended simply to show the degree of difficulty of the subjects in the different examinations. Each examination comprises tests on several subjects, which are given relative weights according to their importance. The weight of a subject therefore represents its value in the whole examination. The method of obtaining the rating of a competitor in an examination is as follows: Multiply the per cent obtained in each subject (on the basis of 100 per cent for perfection) by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the rating in the examination. A different method, however, is followed in connection with the assistant and teacher examinations, which is explained in sections 14 and 15.

NOTE.—A competitor in any examination in which tests in translating are not included may, at his option, be examined also in translating from English into Spanish or from Spanish into English. The tests in translating will be similar to those in the translator or the junior translator examination, as the competitor may elect. Appropriate notation will be placed on the eligible registers and on certifications of eligibles opposite the names of those competitors who make a rating of 70 or more in the translating tests.

General examinations.

SEC. 10. There are three grades of general examinations, the subjects of which are also used as general tests in many other examinations: (1) The first grade, (2) the second grade, and (3) the third grade. The first grade is the most difficult and the third grade the least difficult of the three.

First grade examination.

SEC. 11. Time allowed, six hours. Application Form No. 2. Appointments from this register are rarely made at more than \$1,200, generally less. This examination comprises the following subjects and weights:

	Weights.
1. Spelling	10
2. Arithmetic	25
3. Letter writing	20
4. Penmanship	15
5. Copying from plain copy	10
6. Copying from rough draft	10
7. History and government of the United States, and geography.....	10
	100
Total	100

The following are specimen questions and tests in this examination:

Spelling.—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of the examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The words should begin with capital letters.

1. Asylum: A charitable institution; as, an asylum for the deaf, dumb, etc.
 2. Strychnine: A poison obtained from certain plants.
 3. Souvenir: A memento or keepsake.
 4. Seizing: The act of taking or grasping suddenly.
 5. Changing: Causing a change; as, changing a schedule.
 6. Physical: Relating to physics or nature; as, physical geography.
 7. Concede: To give up or surrender; as, to concede a point.
 8. Collectible: That which may be collected; as, a collectible bill.
 9. Minimum: The least quantity.
 10. Reference: The act of referring; as, in reference to your letter.
 11. Comparative: Estimated by comparison; as, a comparative statement.
 12. Aggregate: The sum total; as, the aggregate amount.
 13. Forfeit: To surrender; to give up.
 14. Circumference: The line that bounds a circle.
 15. Judgment: The act or power of judging; as, their judgment was correct.
 16. Tonnage: The weight of goods in a vessel.
 17. Defendant: A defender; as, the defendant in an action.
 18. Citation: The act of citing or quoting.
 19. Principle: An element; constituent part; fundamental truth.
 20. Civilization: The act of civilizing; the state of being civilized.
- Arithmetic.*—1. This test is one in adding columns of numbers crosswise and lengthwise.
2. Divide 478.72 by $25\frac{1}{2}$, multiply the quotient by $1,416\frac{2}{3}$, and from the product subtract $\frac{1}{2}$ of 1,789.305.
 3. A bar of metal valued at \$928 is composed of pure gold and silver; $\frac{1}{2}$ of

the value is gold at the rate of \$1 for each 23.8 grains, while the remainder is pure silver of the value of 58 cents an ounce. What is the weight of the bar in ounces? (480 grains equal one ounce.)

4. A farmer sent to his commission merchant 96 tons of hemp and instructed him to sell it and invest the proceeds in farm supplies, deducting his commission for selling and buying. He sold the hemp for \$77 a ton and deducted 4 per cent as his commission for selling. He then bought farm supplies, deducting 5 per cent of the cost of the supplies for his commission. What was the value of the supplies bought?

5. On July 15, 1900, a man borrowed \$3,725, giving two notes without grace, one bearing interest at the rate of $7\frac{1}{2}$ per cent and the other at 9 per cent. On January 3, 1901, the notes together amounted to \$3,863.25. What was the face of each note? (360 days equal one year.)

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written and the competitor may select either of the two subjects upon which to write a letter of not less than 150 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to and treatment of the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, rapidity, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—Paragraph, spell, capitalize, and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

To fill some of the special technical, scientific, or professional positions, it has been found necessary to make appointments in the United States by transfer from the United States classified civil service or as a result of examination. Since the passage of the Civil Service Act on September 19, 1900, 249 persons have been selected in the United States for appointment to professional, technical, and scientific positions. The majority of these appointees were transferred from the United States classified civil service. The remainder, except those selected for judges and heads or assistant heads of Bureaus, were appointed as a result of examinations held by the United States Civil Service Commission at the request of this Board.

When eligible registers were established as a result of examinations held in the United States it was expected that the heads of offices would select from these registers and that appointments would be made by cablegram of the selections made, but the Board soon became convinced that great embarrassment would result to the service if eligibles were not sent for until actually selected by Bureau officers here. The Board, therefore, has requested the transmission of cablegrams from time to time as the conditions and needs of the service warranted, selecting a number of eligibles at a time, so that nearly every transport has brought a few appointees, as they were needed, to fill positions for which not enough competent persons could be obtained here, such as accountants, translators, stenographers, civil and mechanical engineers, etc., nearly all at a uniform entrance salary of \$1,200 per annum. The Board is able to report that the needs of the service have been so carefully approximated that all appointees thus selected have been promptly absorbed into the service upon their arrival and that this method of procedure has saved the service from serious embarrassment.—(Second Report of the Philippine Civil Service Board, p. 16.)

History and government of the United States, and geography.—1. Name five American statesmen who died prior to 1850. Name five historical events, each one of which is associated with the name of one of the above statesmen.

2. Explain the veto power of the President of the United States. How may it be defeated?

3. In what country is each of the following: Vera Cruz, Oporto, Madras, The Bosphorus, Lake Maracaibo?

4. Name three islands in the Visayan group and an important city of each. Locate the following: Nueva Cáceres; Basilan Strait.

5. Name five States of the United States bordering on the Great Lakes and the largest city of each State named.

Copying from rough draft.—For explanation and specimen of this exercise see page 18. The copy of the rough draft is greatly reduced in size, and is, therefore, not so legible as the exercise furnished in the examination.

Second grade examination.

SEC. 12. Time allowed, four and one-half hours. Application Form No. 2. Appointments to clerical positions, usually \$300 per annum. This examination comprises the following subjects and weights:

	Weights.
1. Spelling	20
2. Arithmetic	20
3. Letter writing	20
4. Penmanship	20
5. Copying from plain copy.....	20
 Total	 100

The following are specimen questions and tests in this examination:

Spelling.—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of the examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The words should begin with capital letters.

1. Question: The act of questioning; as, to question a witness.
2. Column: A perpendicular section of a page; as, a newspaper column.
3. Regular: A soldier belonging to a permanent army.
4. Possible: Practicable; not contrary to the nature of things.
5. Precious: Of much value; as, a precious stone.
6. Guardian: One who has the care of an orphan.
7. Entrance: A place for entering; as, an entrance to the city.
8. Separate: Divided from the rest; as, a separate parcel.
9. Official: One invested with an office.
10. Eager: Keenly desirous; as, eager to learn.
11. Patience: The quality of being patient.
12. Position: An attitude or condition; as, in a bad position.
13. Exceed: To go too far; as, to exceed one's authority.
14. Language: Human speech; as, the English language.
15. Explain: To make plain or clear; as, to explain a problem.
16. Business: Employment; something to be transacted.
17. Receive: To take or accept.
18. Copyist: One who copies.
19. Certify: To give certain information or assurance.
20. Specimen: A pattern or sample.

Copying from rough draft.

Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

Directions to the competitor.—Write on the accompanying sheet a corrected copy of the rough-draft manuscript on this sheet. Correct all errors in syntax, orthography, punctuation, and capitalization; write in full abbreviated words, and make all indicated insertions, transpositions, etc. Do not paraphrase the language of the copy, or insert, omit, or modify words, phrases, or punctuation marks, except as may be necessary to correct errors.

The multiplication of books and its distribution through all conditions of society is one of the very interesting features at our times, is at a small expense. A man can now possess himself of the most precious treasures of Eng. literature. Books, & their costliness once confined to a few, is now accessible to high ~~and~~ ^{the middle} and low ~~and~~ ^{the poor} and in this way a change of habits are going on in society. For most all of them knowledge and objects of thought instead of depending on casual remark and careless conversation, instead of depending forming their judgments in crowds and receiving their chief excitement a men are now learning to reflect alone and to study to follow out subjects continuously to determine for himself what shall engage his mind and to call to his aid the knowledge original views and reasonings of men of ~~all~~ ^{of every} country and age. An independence of judgement and a thoroughness and extent of information unknown in former times (must be the results) The voice of neighbors

Arithmetic.—1. Add the following numbers: 7,820,140, 616,487, 18,021,762, 5,329,456, 5,647,893, 432,890, 23,578,932, and 45,004. From the sum of these numbers subtract 8,641,762.

2. Multiply 794.4 by 450 $\frac{2}{3}$, and divide the product by 49.65.
3. A clerk received a salary of \$720 a year. He spent $\frac{2}{3}$ of it for board, $\frac{1}{4}$ of the remainder for clothing, and \$144 for all other expenses. How much did he save?
4. An open court contains 160 sq. yds. How many stones 9 inches square will be required to pave it?
(1,296 sq. in. = 1 sq. yd.)
5. A Manila grocer imported 1,083 pounds of butter at 39 cents a pound and sold it at $1\frac{5}{3}$ more than it cost. If his expenses were \$36.47, what was his net profit?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written, and the competitor may select either of the subjects upon which to write a letter of not less than 125 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to and treatment of the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, rapidity, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this exercise.

Make an exact copy of the following:

According to a version accepted in some districts of Luzon and the Visayan Islands, the introduction of the sugar cane into the Philippines is attributed to Chinese immigrants who probably brought it from the Island of Formosa, although opinions differ in regard to this particular; it is also said that the purple cane of the Visayan group was brought from Batavia, and that the kind cultivated in Luzon came from Tahiti, the presumption being in the latter case that its introduction was due to the Spanish Government, which, at that time, ruled in these Islands. The similarity, however, of the method of cultivation followed here to that in Formosa, when that island formed an integral part of the Chinese Empire, and the fact that, in spite of the length of time which has elapsed, some Chinese names of certain implements and manufactures used in sugar making in many communities of Luzon and the Visayan group are yet current, suggest that the Chinese must have played some part in the introduction of the sugar industry to these Islands, and yet it is not possible to vouch for the exactness of this presumption because of the lack of historical data from a reliable source which would place it in the realm of certainty.

Third grade examination.

SEC. 13. Time allowed, three and one-half hours. Application Form No. 2. Eligibles on this register may be certified to any position in the classified service,

with a salary less than \$300, for which the third grade examination is appropriate. The examination comprises the following subjects and weights:

	Weights.
1. Spelling	20
2. Arithmetic	20
3. Letter writing	20
4. Penmanship	20
5. Copying from plain copy.....	20
 Total	 100

The following are specimen questions and tests in this examination:

Spelling.—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of the examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The words should begin with capital letters.

1. Horse: A well-known domestic animal.
2. Equal: One of the same rank.
3. People: A nation; those who compose a community.
4. Pledge: Something given as security.
5. Divide: To part; to separate; as, to divide into two parts.
6. Useful: Full of use; as, in a useful manner.
7. Salary: A payment for services.
8. Foot: A measure of twelve inches.
9. Every: Each one; as, in every case.
10. Papers: Written or printed documents.
11. Read: To discover or understand by characters; as, to read a book.
12. Notify: To make known to; as, to notify a friend.
13. Commence: The act of commencing; as, to commence work.
14. Touch: To come into contact with; as, to touch the book.
15. Sign: To mark with characters or one's name; as, to sign a letter.
16. Special: Particular; peculiar; as, in a special manner.
17. Advance: To go forward.
18. Found: Discovered; as, he found the book.
19. Year: A period of time.
20. Failure: The act of failing; as, it was a complete failure.

Arithmetic.—1. Add the following numbers: 426,985, 718,643, 5,926,718, 2,046, 359,175, 861,722, and 103,141.

2. Divide 25,877,823 by 8,549.
3. Multiply 58,927 by 8,075 and from the product subtract 28,796,747.
4. The driver of a carromata took an average of 16 fares a day at 35 cents a fare. In thirty days his total expenses were \$24. How much did he save?
5. In February, 1900, 6,739,632 pounds of rice were imported from Spain, China, and the East Indies; 3,726 pounds were imported from Spain and 551,834 pounds from the East Indies. How many pounds were imported from China?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written. The competitor may select either of the two subjects upon which to write a letter of not less than 100 words. The exercise in letter writing is designed chiefly to test the competitor's skill in simple composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to and treatment of the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, rapidity, and general appearance, and by correctness and uniformity in the

formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—Paragraph, spell, capitalize, and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

In former years the cultivation of rice was and had been from time immemorial the principal industrial occupation of the Filipino people. It was the only cultivated crop, so far as can be ascertained, produced by the natives when the Philippine Islands were discovered by the Spanish explorer Magellan in 1521, and for upward of three centuries subsequent to the establishment of Spanish sovereignty it was the principal product. For many years surplus crops were produced and the grain was exported in large quantities, but as the production of more profitable crops, such as hemp and sugar, increased, the cultivation of rice diminished, and from becoming an article of export it changed to one of importation, as the population and their food requirements increased.

Assistant examination.

SEC. 14. Time allowed for the required subjects, two days of seven hours each. Application Forms Nos. 2 and 47. The first three subjects will be given on the first day and the remaining required subjects on the second day. At the request of the Bureau of Civil Service the assistant examination is held at frequent intervals in the United States by the United States Civil Service Commission. The examination comprises the following subjects and weights:

Required subjects.

Subjects.	Weights.	Maximum credits.
1. Thesis (300 to 400 words to be written on one of two topics given) -----	4	400
2. Correction of rough-draft manuscript (250 words) -----	3	300
3. Mathematics (arithmetic, algebra including quadratics, and plane geometry) -----	3	300
4. History and civil government of the United States -----	3	300
5. General history and geography -----	2	200
6. Colonial government and administration -----	2	200
7. Political economy -----	1	100
8. Education and experience -----	2	200
Total credits.-----		2,000

The figures opposite each subject indicate (1) the relative value of and (2) the credit that is given for the maximum rating on the subject in the examination. Each competitor in the assistant examination may also take any one or more of the optional subjects mentioned below. The figures opposite each of these optional subjects indicate the additional credit given for the maximum rating on the subject. Three hours are allowed in the examination on each optional subject.

Optional subjects.

Subjects.	Weights.	Maximum credits.
1. Accounting, expert -----	1	100
2. Agriculture -----	1	100
3. Auditing of accounts, practical questions on -----	1	100
4. Bookkeeping -----	1	100
5. Botany -----	1	100
6. Chemistry -----	1	100
7. Disbursements, practical questions on -----	1	100
8. Educational methods -----	1	100
9. Engineering, civil -----	1	100
10. Engineering, electrical -----	1	100
11. Engineering, mechanical -----	1	100
12. Engineering, mining -----	1	100
13. Finance -----	1	100

Optional subjects—Continued.

Subjects.	Weights.	Maximum credits.
14. Forestry -----	1	100
15. Geology -----	1	100
16. Land laws of the United States-----	1	100
17. Law, common -----	1	100
18. Law, international -----	1	100
19. Law, Roman or civil -----	1	100
20. Mathematics, higher, including calculus-----	1	100
21. Mineralogy -----	1	100
22. Mining laws of the United States-----	1	100
23. Physics -----	1	100
24. Spanish language -----	1	100
25. Statistics, theory and practice of -----	1	100
Total credits-----		2,500

The rating of a competitor on each required or optional subject will be in proportion to the correctness of the work done, based upon the maximum rating of 100 for perfect work. It will be observed that the total credits that may be obtained on the required subjects are 2,000. A competitor will not receive any credit for work done on any optional subject unless his total credits on the required subjects are 1,400 or more and his rating 70 or more on such subject. The credits received by him on the optional subjects will simply tend to increase his prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the required subjects being to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination on the required and optional subjects combined, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the required subjects. For instance, if a vacancy should occur in the Bureau of Forestry requiring a knowledge of forestry a requisition would probably be made for eligibles who have shown the most proficiency in this subject and who have also passed the required subjects.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated young men. Eligibles will be appointed as the needs of the service require. After appointment they will be assigned to such duty, clerical, teaching, or otherwise, as may be deemed advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades, nearly all appointments from this register are being made at an entrance salary of \$1,200. Competitors are requested to state the minimum salary at which they will accept appointment and below which they do not wish to be considered in making certifications.

Appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. Vacancies in positions of heads and of assistant heads of Bureaus or Offices and of superintendents will be filled by the promotion of persons in the classified service, if competent persons may be found in the service who are available and possess the qualifications required. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties appointees from this register have as good opportunities as the conditions of the service permit to be advanced to the higher administrative positions, since vacancies in those positions will be filled by promotion.

Eligibility in the assistant examination is required before a teacher who did not enter the service as a result of this examination may be promoted to the position of division superintendent of schools.

Teacher examination.

SEC. 15. Time allowed for the required subjects, two days of seven hours each, the first five subjects being given on the first day and the remaining required subjects on the second day. Application Forms Nos. 2 and 47. Entrance salary, usually \$1,000 to \$1,200. Vacancies in the higher positions in the teaching service are filled by promotion from the lower classes. Minimum and maximum age limitations, 20 and 40 years. At the request of the Bureau of Civil Service the teacher examination is held at intervals in the United States by the United States Civil Service Commission.

Required subjects.

Subjects.	Weights.	Max- imum credits.
1. Thesis	2.5	250
2. Penmanship	1	100
3. Physiology and hygiene	1.5	150
4. Geography	2	200
5. Arithmetic	2.5	250
6. Science of teaching	2	200
7. English	2.5	250
8. Nature study and drawing	1.5	150
9. History and civil government of the United States	2.5	250
10. Experience, training, and fitness	2	200
Total credits		2,000

The figures opposite each of the subjects indicate (1) the relative value of and (2) the credit that is given for the maximum rating on the subject in the examination. Each competitor in the teacher examination may also take any one or more of the optional subjects mentioned below. The figures opposite each of these optional subjects indicate the additional credit that is given for the maximum rating on the subject. Three hours are allowed in the examination on each optional subject. The use and purpose of optional subjects, and the method of rating and certification are similar to those of the assistant examination.

Optional subjects.

Subjects.	Weights.	Max- imum credits.
1. Agriculture	1	100
2. Algebra	1	100
3. Architecture, elements of	1	100
4. Bookkeeping	1	100
5. Botany	1	100
6. Chemistry	1	100
7. Cooking and domestic economy	1	100
8. Cutting, fitting, and sewing	1	100
9. Drawing, free-hand	1	100
10. Drawing, mechanical	1	100
11. Geometry	1	100
12. History, general	1	100
13. History of the Philippines	1	100
14. Kindergarten	1	100
15. Literature, general	1	100
16. Music	1	100
17. Physics	1	100
18. Typewriting	1	100
19. Wood carving and clay modeling	1	100
20. Zoölogy	1	100
Total credits		2,000

No specimen questions are given for the optional subjects. Specimen questions and tests for the required subjects follow:

Thesis.—Write a thesis of from 200 to 300 words on one, and *only one*, of the following topics:

1. The importance of a good system of public schools in the Philippine Islands.
2. The advantages derived by the civil service from the merit system of appointments.

[In rating the thesis, errors in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given, will be considered, and its value in the judgment of the examiners rated on a scale of 100 per cent.]

Physiology and hygiene.—1. Show by a drawing the natural curvature of the human spinal column. What purpose does this curvature serve?

2. Explain how exercise enlarges and strengthens the muscles. Mention a form of exercise well fitted to develop the lungs.

3. Show by a diagram or otherwise the course of the blood from the time it leaves the right auricle till its return to the right auricle.

4. Describe the lungs and give their functions.

5. State the functions of the skin and show their hygienic importance.

6. Describe the physical effects of the excessive use of alcoholic beverages.

7. State the value of physical exercise to persons living in the Tropics, and show how it is conducive to physical well-being.

8. Describe the dietary conducive to the good health of persons living in a hot climate.

9. Describe briefly the digestive process.

10. State the value of habits of cleanliness.

Geography.—1. Upon what conditions does the climate of a country depend?

2. Account for the rapid growth of Chicago.

3. Describe the system of Standard Time now in use in the United States.

4. Starting from New York and going due east around the earth, through what countries would one pass?

5. What proportion of Europe is Russia? What effect has its geographical position on its political importance?

6. Name the leading seaport towns of China.

7. (a) Name four of the chief exports of the United States and tell to what countries they go.

(b) Name four of the chief imports of the United States and tell from what countries they come.

8. Name *one* important river and *one* important city on that river in each of the following: Russia, China, France, India, Spain.

9. What lands are separated by the following: (a) Gulf of Bothnia; (b) Strait of Juan de Fuca; (c) Torres Strait; (d) Strait of Messina; (e) Dardanelles?

10. Name the chief natural products of the Philippine Islands.

Arithmetic.—1. Explain fully, as to a class of pupils, why, in dividing $\frac{3}{4}$ by $\frac{2}{3}$, we multiply the $\frac{3}{4}$ by $\frac{3}{2}$, obtaining $\frac{9}{8}$ for a quotient.

2. Simplify—

$$\left(\frac{\frac{21}{2} - 1\frac{2}{3}}{\frac{2}{5} \times (\frac{3}{4} - \frac{1}{2})} - \frac{2}{3} \right) \times \frac{5}{2\frac{5}{3}}.$$

3. Divide \$7.75 among 5 boys and 4 girls, giving each boy $\frac{3}{4}$ as much as each girl.

4. Write 6,734 centiliters as liters; as hectoliters.

5. If 8 men spend \$32 in 15 weeks, how much will 56 men, at the same rate, spend in a year?

6. Find the cost at \$7.50 per thousand of the brick required for the walls of a house 30 feet long, 24 feet wide, and 18 feet high, walls 1 foot thick, allowing 21 bricks to the cubic foot, and 10 per cent for openings.

7. If \$300 placed at interest yields \$18 in 9 months, how much must be placed at interest, at the same rate, to yield \$115 in 6 months?

8. I bought 16 dozen pairs of boots at \$7.35 a pair, and paid \$28.80 freight. At what price per pair must I mark them so that I may sell them at 10 per cent below the marked price and still gain 8 per cent on the total cost of the boots?

Science of teaching.—1. What subjects would you teach children 6 years of age just entering school?

2. What are the advantages and disadvantages of vertical writing?

3. Write from 100 to 200 words on the work of some great European educator.

4. Write from 100 to 200 words on the work of some great American educator.

5. During what period of life is a speaking knowledge of a foreign language most easily acquired? Why?

6. What is meant by the correlation of subjects? What are its advantages?

7. What is the natural order of developing the intellectual faculties of a child, and what studies call into exercise the different faculties?

8. By what means can the moral nature of a child be best developed?

9. Define method in its most general form. Distinguish the inductive method from the deductive method. State some disadvantages of the deductive method.

10. What is the proper use of *memory* in the process of education?

English.—1. Distinguish between the teaching of grammar and the teaching of rhetoric.

2. Write five sentences containing common errors of speech, and make corrections.

3. Analyze the following sentence: "*Though he slay me, yet will I trust in him.*"

4. Parse the italicized words in the foregoing sentence.

5. State the various grammatical uses of each of the following words: *but, as, while, that, what.*

6. Write five rules governing the spelling of English words.

7. Illustrate the correct use of *on, upon, in, and into* in sentences.

8. Write one sentence containing relative pronouns in the nominative, the possessive, and the objective cases.

9. Define a subordinate clause. Write one sentence using in it an adjective clause and an adverbial clause.

10. Write sentences containing (a) a compound relative pronoun; (b) an impersonal verb; (c) a noun clause used as a subject; (d) a participial phrase used as the object of a preposition; (e) an infinitive phrase modifying a noun.

Nature study and drawing.—The competitor will be required to discuss in an essay of 175 to 200 words some phase of the subject of nature study. For the drawing the competitor will be instructed to make a sketch of a group of models provided for the purpose, and may be asked questions on the teaching of drawing.

[In rating this subject, style, or manner of expression, adherence to and treatment of the subject given, the conception, and the skill in execution of the sketches will be considered.]

History and civil government of the United States.—1. What were the differential characteristics between the people of the Virginia and Massachusetts colonies at the beginning of the Revolution?

2. What political parties were formed soon after the election of Washington as President? State the principles of each.

3. Tell the story of the annexation of Texas.

4. Give the territorial boundaries of the United States as set forth by the treaty of 1783.

5. Explain the struggle in Congress which led to the passage of the bill called the "Missouri Compromise."
6. Discuss the battle of Gettysburg and its results.
7. What were the Articles of Confederation? In what respects were they too weak to hold the States together?
8. Give an outline of the judicial system of the United States.
9. State the provisions of the Constitution and its amendments relating to the election of the President of the United States.
10. Explain the Australian ballot system and show its advantages.

Filipino teacher examination.

SEC. 16. Time allowed, two days of seven hours each. Application Form No. 2. Entrance salary usually does not exceed \$300 in Manila and \$240 in the provinces. In view of the requirements of the service this examination is given in English only. The following are the subjects and weights:

1. Spelling (second grade, see sec. 12)	5
2. Arithmetic (second grade, see sec. 12)	10
3. Composition	10
4. Penmanship (rated on composition).....	5
5. Geography	15
6. English	15
7. History of the United States and Philippine Islands.....	10
8. Physiology and hygiene	10
9. Philippine civil government and school law and administration.....	10
10. School agriculture and technology.....	10

Total 100

The following are specimen questions in the last six subjects of this examination:
Geography.—1. Name five great rivers and the body of water into which each empties.

2. What is the Tropic of Capricorn? What continents does it cross?
 3. Name five of the best known plant products of the temperate zones.
 4. Name great cities of the United States as follows: One on the Atlantic Ocean or on an arm of that ocean, one on the Great Lakes, one on the Gulf of Mexico, one on the Mississippi River, one on the Pacific Ocean.
 5. Name the capitals of the following States: Ohio, Pennsylvania, Wisconsin, Kentucky, Montana.
 6. In what country of Europe is each of the following cities: Christiana, Copenhagen, Marseilles, Bremen, Barcelona?
 7. Name five provinces on the Island of Luzon. Name five other provinces of the Philippines.
 8. Give the capitals of the provinces named in question 7.
 9. Name ten of the best known plants and fruits that grow in the Philippine Islands.
 10. Locate definitely the following:
Laoag, Siquijor Island, Cotabato, Mount Mayon, San Bernardino Strait, Cagayan River.
- English.*—1. Give the principal parts of the following verbs: *Have, sing, come, go, talk.*
2. (a) What is a simple sentence? What is a compound sentence? What is a complex sentence?
 - (b) Illustrate each by a sentence.

3. Name the part of speech of each word in the following sentence: "Oh, John! Take the big dog away from his master and tie him."

4. Write the plural of the following words: *Man, child, day, box, fly, valley, knife, key, I, he.*

5. (a) Give the comparison of the following adjectives: *Large, good, beautiful.*

(b) Write a sentence containing the superlative form of *happy*.

(c) Write an interrogative sentence containing the word *Rizal* in the possessive form.

6. Give the possessive singular and possessive plural of the following words: *Elephant, farm, country, fox, woman.*

7. Put the following words into good, clear sentences: *Country, there, their, our, rainy.*

8. Write sentences containing an infinitive used as (a) a noun, (b) an adjective, (c) an adverb.

9. Write sentences using correctly the following punctuation marks: Period, comma, interrogation point, exclamation point, and quotation marks.

10. Explain why the italicized words begin with capital letters: *When I saw John in Manila, I said to him, "Are you coming to see me soon?"*

History of the United States and the Philippine Islands.—1. At the time of Columbus what was the general opinion as to the size and shape of the earth? Describe the first voyage of Columbus to America.

2. What three important European nations were the principal ones in settling America? State in what parts of America each settled.

3. What were the causes that made the American colonists declare themselves independent of Great Britain? When was independence declared?

4. Who was the President of the United States during the Civil War? Give a short account of his life.

5. Name one important cause of each of the following wars in which the United States took part: War with England in 1812, Mexican War, Spanish-American War.

6. Give a description of Legaspi's work in the Philippines.

7. Write a short account of the Philippine insurrection of 1872.

8. Who were each of the following: Salcedo, Limahong, Primo de Rivera?

Philippine civil government, school law and administration.—1. What officers compose the provincial board?

2. (a) What are the duties of the Insular Auditor? (b) Name the officers of a municipality.

3. (a) How are municipal teachers appointed? (b) Who arranges and immediately oversees the work of a municipal teacher?

4. On organizing a new school of fifty pupils who had not been to school before, what subjects should be taught?

5. Discuss the first steps in the teaching of one of these subjects to such a class.

School agriculture and technology.—1. What action has the sun and wind on soil with reference to its use for crops?

2. What do plants in general take from the soil? What do they take from the air?

3. Name at least three common enemies of the agricultural plants of your district. State how they injure or destroy the plants; also what should be done to get rid of them.

4. What benefits would result from a modern course of training in blacksmithing for young men?

5. Name three common dyewoods or plants used for dyeing in the Philippines and describe one method of dyeing in use in your locality.

Bookkeeper examination.

SEC. 17. Time allowed, nine hours. Application Form No. 2. Entrance salary, usually \$1,200. The names of competitors who fail on the subject of bookkeeping but obtain an eligible rating on the first grade subjects will be entered on the first grade register. At the request of the Bureau of Civil Service the bookkeeper examination is held at intervals in the United States by the United States Civil Service Commission. The following are the subjects and weights:

	Weights.
1. First grade examination (see sec. 11).....	35
2. Practice of bookkeeping	50
3. Experience and training	15
Total	100

Competitors may take, in addition to the regular subjects of the bookkeeping examination, the following optional subjects of the assistant examination: "Practical questions on auditing of accounts," "Practical questions on disbursements," "Expert accounting." (See sec. 14.)

The following specimen questions and tests indicate the general character of the second subject:

Practice of bookkeeping.—The first exercise is given a weight of 2 and the second a weight of 1. (The practice of bookkeeping is given in English only.)

FIRST EXERCISE.

Instructions.—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memorandum below. Keep bank account separate from the cash account. Make no daybook entries:

August 2, 1897, James Worley began business with the following resources: Store building and lot, \$4,250; cash in Market Bank, \$1,750, in safe, \$357.28; Wilton & Co's note for \$658.50, dated July 28, due ten days after date. Liabilities were as follows: Account in favor of John R. Steeves for \$450; note for \$1,893.75 in favor E. P. Coleman, dated July 20, due sixty days after date, with interest at 6 per cent, interest accrued to date, \$4.10.

August 4. Bought with check 10 shares Market Bank stock at 69. (Par value, \$100.)

August 6. Bought of Gruber Bros. merchandise worth \$3,875. Gave in payment check for \$400, balance on account.

August 7. Wilton & Co.'s note for \$658.50 (mentioned in resources) has been protested for nonpayment. Protest fee, \$1.65.

August 10. Sold J. Lovell Newell merchandise valued at \$3,134.27. Received in payment at its present worth, my note for \$1,893.75 favor E. P. Coleman (mentioned in liabilities), present worth \$1,900.38, balance on account.

August 12. Drew a sight draft on J. Lovell Newell for \$325 and remitted it to Gruber Bros. on account.

August 13. Sold to Abner Smith 10 shares Market Bank stock at 71 and received his check on Market Bank for amount.

August 14. Received of J. Lovell Newell on account his draft at thirty days' sight on E. P. Coleman for \$560. Presented above draft for acceptance and Coleman has accepted same, payable at Market Bank.

August 15. Due W. H. McCord \$50 salary for one-half month. Paid W. H. McCord one-half the amount due him in cash.

August 16. Discounted at 8 per cent my note for \$1,800 given for sixty days at Market Bank and received credit for proceeds. Discount, \$25.20.

SECOND EXERCISE.

From the data given below make out a balance sheet:

On August 31, 1897, James Corbin and John Smith, under the firm name of Corbin & Smith, had on hand as per inventory the following: Merchandise, \$2,405; real estate, \$7,800; stationery, \$12.50. The footings of the accounts in their ledger were as follows:

Debit footings—James Corbin (member of firm), \$260; cash, \$2,875.25; Hartford Bank, \$2,989; real estate, \$7,500; merchandise, \$6,650.89; bills receivable, \$2,689; bills payable \$975.80; expense, \$167.50; interest and discount, \$40.78; Levi Williams, \$900.

Credit footings—James Corbin (member of firm), \$6,567.44; John Smith (member of firm), \$7,897.50; cash, \$1,297.28; Hartford Bank, \$897.75; merchandise, \$5,489.80; bills receivable, \$1,600; bills payable, \$1,275.80; interest and discount, \$22.65.

Experience and training.—The rating on this subject will be based on the information furnished by the competitor in his application in answer to the questions relating to his education and business experience which would tend to qualify him for the position of bookkeeper.

Stenographer and typewriter examinations.

SEC. 18. Application Form No. 2. Entrance salary, usually \$1,200. For subjects, weights, and dates of these examinations applicants in the United States should apply to the United States Civil Service Commission; applicants in the Philippine Islands should apply to the Bureau of Civil Service.

Junior typewriter examination.

SEC. 19. Time allowed, six hours. Application Form No. 2. Entrance salary, \$300 to \$420. The names of competitors who fail on the typewriting subjects but obtain an eligible rating on the second grade subjects will be entered on the second grade register. The following are the subjects and weights:

	Weights.
1. Second grade examination (see sec. 12).....	25
2. Copying from rough draft on typewriter (first grade, see sec. 11).....	15
3. Copying from plain copy on typewriter (first grade, see sec. 11).....	20
4. Writing from dictation on typewriter.....	25
5. Test in English	15
 Total	 100

The dictation test consists of an exercise of about 175 words, and may be taken either in the English or the Spanish language.

The test in English consists of the translation of simple sentences from Spanish into English, and of interpreting from English into Spanish.

TRANSLATOR AND INTERPRETER EXAMINATIONS.

SEC. 20. The first and second grade, or basic, subjects of the translator and interpreter examinations are given in the English language only.

Translator examination.

SEC. 21. There are two grades of examinations for translator positions: (1) A translator examination and (2) a junior translator examination. The entrance salary for these positions varies according to the requirements of the vacancy to

be filled and the ability of the eligibles. The first six subjects of the first grade examination form a part of the translator examination, with a weight of 30 per cent, while the tests in translating are given a weight of 70 per cent. These tests are divided into two parts of equal weight, the first part consisting of two short exercises to be translated from English into Spanish and the second part of two similar exercises to be translated from Spanish into English. The translations must be made without the aid of a dictionary and the competitor is required to translate as closely as the idiomatic usage of the two languages will permit. Time allowed, eight hours. Application Form No. 2. The following are the subjects and weights:

	Weights.
1. Spelling (first grade, see sec. 11).....	5
2. Arithmetic (first grade, see sec. 11).....	5
3. Letter writing (first grade, see sec. 11).....	5
4. Penmanship	5
5. Copying from plain copy (first grade, see sec. 11).....	5
6. Copying from rough draft (first grade, see sec. 11).....	5
7. Translating from English into Spanish.....	35
8. Translating from Spanish into English.....	35
 Total	 100

The following selections indicate the general character of the translator examination.

Make a close translation of the following into idiomatic Spanish:

(a) Although the Chinese have introduced telegraphs to a considerable extent throughout a great portion of the Empire, they still cling affectionately to their postal system, which remains much the same as it was hundreds of years ago. The Government employs runners on foot or couriers on horseback, who are stationed at intervals on the roads leading to the various provinces. Each man takes the missive, or whatever it may be, to the next station, where another messenger is waiting to take it on the next stage, and so on. By this means enormous distances are covered in an incredibly short space of time. Marco Polo relates that dispatches are received in this way within twenty-four hours from places which it would take an ordinary traveler ten days to reach. If the Chinese wished to have a properly organized postal service they could easily establish one.

DEPARTMENT OF THE INTERIOR,
Washington, D. C., November 17, 1901.

DEAR SIR: I have the honor to acknowledge the receipt of your favor of the 5th instant, transmitting a copy of the Commercial Directory of the American Republics. One great need of the commercial interests of our country and of the neighboring Republics of Central and South America is mutual knowledge of the necessities and resources of each. It was for the purpose of seeking and publishing such international information that the Bureau of American Republics was organized at the close of the sessions of the International Conference held in Washington, 1889-90.

The abolition of the reciprocity treaties initiated by that conference has made the work of the Bureau less effective than it should have been. The volume you have issued contains much of interest and will, I am confident, be of great value to all commercial firms.

Yours, very truly,

C. N. BLISS, *Secretary.*

Make a close translation of the following into idiomatic English:

(a) Sin ir tan lejos como los fanáticos para quienes Stendhal es una divinidad, ó al menos un profeta, un Mahómeto, por haber anunciado la ley santa de la

energía; reconociendo las deficiencias de Stendhal, escritor ó inventor, hay que saludarle, sin embargo, como á maestro de las generaciones contemporáneas; declarar que en muchos respectos se adelantó á su época; estimar su gallardo desprecio de la fama en vida, y, atribuyéndole la más fresca y viviente de sus comparaciones, decir que también él fué como la deshojada rama de las minas de Salzburgo: obscuro al principio, sacáronle á luz después, y en sucesivas cristalizaciones ha ido revistiéndose de pedrerías y de luces misteriosas. Es justo añadir que Stendhal entendía bien la inmensa, la inextricable complicación del "corazón humano," y por eso sentaba como base el estudio del *carácter*, que no es otra cosa que, en psicología, el individualismo. Por tal concepto, está plenamente dentro de la doctrina romántica Stendhal.

(b)

MANILA, 23 de Enero de 1903.

Sr. D. JULIÁN BALIGOT,
Dagupan, Pangasinán, I. F.

MI DISTINGUIDO AMIGO:

Antes de contestar á su carta de fecha 3 de los corrientes, permítame Vd. que emplee una frase muy gastada por el uso—y aún por el abuso—pero que en esta ocasión resulta muy apropiada: "Midió Vd. á sus adversarios con la misma medida con que á Vd. le midieron"; pero esto no impide el que yo le diga que Vd. no ha estado grosero como ellos. Ni una frase ni siquiera un equívoco, en todo su bien escrito artículo, puede denunciarle de tal. En todo él, campea la sátira culta, mordaz á veces, pero siempre oportuna. De ese modo los principios sustentados por Vd. quedaron á salvo de toda falacia y de la argumentación artificiosa con que suelen asecharle sus irreconciliables enemigos. En la política como en la literatura, es esencial ser oportunista.

He aquí, trazada á vuelta pluma, mi humilde parecer acerca de su última producción.

Esperando, pues, que Vd. me perdonará por no haber dedicado el tiempo que requiere tamaña obra, me reitero de Vd.,

Su servidor y afectísimo amigo,

JUAN CANILLAS.

Junior translator examination.

SEC. 22. This examination consists of the subjects of the second grade examination with a weight of 30 per cent and tests in translating with a weight of 70 per cent. The translating tests in this examination are less difficult than in the examination for translator. They consist of two short exercises of about 100 words each to be translated from English into Spanish and exercises of the same length to be translated from Spanish into English. The translations must be made without the aid of a dictionary, and the competitor is required to translate as closely as the idiomatic usage of the two languages will permit. Time allowed, seven hours. Application Form No. 2. The following are the subjects and weights:

	Weights.
1. Spelling (second grade, see sec. 12)	5
2. Arithmetic (second grade, see sec. 12)	5
3. Letter writing (second grade, see sec. 12)	10
4. Penmanship	5
5. Copying from plain copy (second grade, see sec. 12)	5
6. Translating from English into Spanish.....	35
7. Translating from Spanish into English.....	35
 Total	 100

The following selections indicate the general character of the tests in translation in this examination:

Make a close translation of the following into idiomatic Spanish:

(a) This gentleman has been waiting here some time to see the chief. He says he has come to make inquiry in regard to the papers which he sent to this office a few days ago. Some of the papers he wishes to withdraw as he has since found that they should have been forwarded to another office. When he called at the office of the collector he was told to come here, where he would obtain the information that he desires. I think the papers to which he refers are those in that large envelope on the desk of Mr. Brown.

(b)

HONOLULU, T. H., September 29, 1900.

THE DIRECTOR OF CIVIL SERVICE,

Manila.

SIR:

Please let me know when you will hold an examination for clerk in the city of Manila. My home is in that city and I can leave here about December 1st, or will stay until January, if I can arrive in Manila in time for the examination. If you have any pamphlet or other printed information that will give me an idea of the character of the examination, I should be pleased if you would send me a copy so that I may prepare myself as much as possible before I arrive at Manila, which will probably be in February.

Very respectfully,

WILLIAM WILSON.

Make a close translation of the following into idiomatic English:

(a) A los diez años daba yo malas muestras de mi persona, y mis travesuras eran menos inocentes que las de los otros niños. En los tiempos de los nidos, corría los campos, trepaba á la copa de los más altos álamos, escalaba las puntas de los riscos cubiertos de hiedra, penetraba en los bosques más sombríos; ni perdonaba, como los otros chicos, á la alegre golondrina que habitaba en el hogar del labrador; antes bien, asechaba en que éstos acudían á sus labores para abrir sus ventanas ó sus puertas, coger los pajarillos ó quebrar los huevos y destruir el nido. Las mujeres me trataban de sacrifego y sólo toleraban estos atentados por consideración á la bondad y á las virtudes de mi padre.

(b)

LIPA, BATANGAS, 15 de Julio de 1901.

Sr. D. JOHN SMITH,

Hotel de Oriente, Manila, I. F.

MUY SR. MFO:

Por referencias hechas por el Sr. Álvarez, me he enterado de que Vd., hablando de la agricultura del país, ha sugerido á los cosecheros de esta hermosa región que fué un tiempo productor del mejor café del mundo, la conveniencia de sustituir la siembra del café con la del té ó *cha*, como solemos llamarlo en el país, probándolo con el ejemplo práctico y positivo suministrado por la India.

Teniendo por una parte la recomendación del Sr. Álvarez, y por otra el afán que V. siempre ha demostrado por el progreso y bienestar de este país, me permito dirigirle la presente, rogándole me indique los procedimientos y recursos que han adoptado los de la India para introducir en su país la siembra de esta planta genuinamente chínica.

Dándole las gracias y esperando su contestación, me quedo su seguro servidor,

JOSÉ LUZ.

Interpreter examinations.

SEC. 23. There are two grades of examinations for interpreters: (1) An interpreter examination and (2) a junior interpreter examination. The entrance salary for these positions varies according to the requirements of the vacancy to be filled and the ability of the eligibles.

The subjects and weights of the interpreter examination are the same as those for the translator examination (see sec. 21), except that the seventh and eighth subjects consist of interpreting instead of translating. Time allowed, six hours. Application Form No. 2. The tests in interpreting include short questions and answers on different subjects in English, aggregating about 300 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English. No competitor will be given any credit on the interpreting tests of this examination if his rating on the subjects of the first grade examination is less than 60 per cent.

The subjects and weights of the junior interpreter examination are the same as those for the junior translator examination (see sec. 22), except that the sixth and seventh subjects consist of interpreting instead of translating. Time allowed, five hours. Application Form No. 2. The tests in interpreting include short questions and answers on different subjects in English, aggregating about 200 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English. The interpreting tests of the junior interpreter examination are less difficult than those of the interpreter examination. No competitor will be given any credit on the interpreting tests of this examination if his rating on the second grade examination is less than 60 per cent.

Clerk of court examination.

SEC. 24. This examination will be given in either English or Spanish as the applicants elect, but they should possess a knowledge of both the Spanish and English languages. Time allowed, two days of six hours each. Application Form No. 2. The salary for this position varies according to the requirements of the vacancy to be filled and the ability of the eligibles. The following are the subjects and weights:

	Weights.
1. Spelling (first grade, see sec. 11).....	7.5
2. Arithmetic (first grade, see sec. 11).....	5
3. Letter writing (first grade, see sec. 11).....	10
4. Penmanship	7.5
5. Copying from copy (first grade, see sec. 11).....	7.5
6. Copying from rough draft (first grade, see sec. 11).....	7.5
7. History and government of the United States, and geography (first grade, see sec. 11).....	5
8. Practical questions relating to the general and special duties of clerk, and definitions of a few of the most ordinary legal phrases and terms.....	30
9. Tests in interpreting or translating.....	20
 Total	 100

The following are specimen practical questions in this examination:

1. What are the duties of the clerk in general?
2. What is a docket?
3. What must the book of *final record* contain?
4. What is a subpoena?
(a) Who may issue a subpoena? (b) What is *subpoena duces tecum*?
5. What must the clerk do when a defendant excepts to the plaintiff's bond in an action for *manual delivery of personal property*?
6. When and how are the costs taxed by the clerk?
7. What are the powers of clerks of Courts of First Instance with reference to administering oaths?
8. What fee may lawfully be charged by the clerk of the Supreme Court for filing a bill of exceptions or an appeal, and for other duties performed by him in connection therewith?

9. What entries are to be made by the clerk in the book of final record upon the termination of an action?

10. Define the following terms:

- (a) *Injunction.*
- (b) *Rehearing.*
- (c) *Adjournment* as distinguished from *continuance*.
- (d) *Deposition* as distinguished from *affidavit*.

Draftsman examination.

SEC. 25. Examinations for draftsmen for original and constructive work, whether mechanical, architectural, or topographical, will be given only when the needs of the service require. If competent draftsmen are not obtainable in the Philippine Islands such positions will be filled as a result of examinations held by the United States Civil Service Commission. Application Form No. 2. Entrance salary, \$1,200 to \$1,600.

Junior draftsman or tracer examination.

SEC. 26. Time allowed, two days of six hours each. Entrance salary, usually \$300 or \$360. The following are the subjects and weights:

	Weights.
1. Letter writing (second grade, see sec. 12)	10
2. Penmanship	10
3. Drafting or tracing.....	60
4. Experience and training.....	20
Total	100

This examination is a general one from which eligibles may be obtained for certification to fill vacancies in the several Bureaus of the Philippine civil service; therefore, applicants should state the kind of drafting with which they are familiar, whether mechanical or architectural, such as drawing and designing, or topographical, such as map and chart work. This information will determine the character of the test for each applicant in the third subject, drafting. Experience and training are rated on the evidence contained in Form No. 2.

Civil engineer examination.

SEC. 27. This examination is held from time to time as the needs of the service require. When eligibles are not obtainable in the Philippine Islands, a request for competent persons to fill vacancies is made upon the United States Civil Service Commission. Time allowed, two days of seven hours each; subjects 1 and 2 are given on the first day and subjects 3 and 4 on the second day. Application Forms Nos. 2 and 47. Entrance salary, usually \$1,400 to \$1,800.

	Weights.
1. Pure and applied mathematics.....	15
2. Use and care of field and office instruments.....	15
3. Theory and practice of surveying.....	20
4. Designs and construction.....	25
5. Education and experience.....	25
Total	100

Subject 1 covers practical questions involving a knowledge of arithmetic; algebra involving the solution of quadratic equations; geometry including original propositions and the properties of solids; trigonometry including triangles and

the theory and use of logarithms; theoretical and applied mechanics involving problems in tension, compression, and shear; hydrostatics, and the flow of water in pipes and channels.

Subject 2 includes the level; the transit and methods of triangulation, and stadia work; the plane table; tapes and base line work; the current meter; the sextant; the planimeter; and other instruments.

Subject 3 includes land, road, topographic, and hydrographic surveys, and the computation of areas and locations connected therewith; field notes; sketching and mapping.

Competitors must furnish themselves with a drawing board not less than fifteen inches square, a "T" square, one or two triangles, a protractor, one scale 1 inch to 50 feet and one $\frac{1}{4}$ inch to the foot, drawing ink, and pencils. Drawing paper and the necessary logarithmic tables will be furnished to the competitor.

Subject 4 involves an elementary knowledge of the designing and construction of highways and streets, railroads, dams, retaining walls and embankments, foundations, trusses, sanitation, etc.; also of materials of construction, testing, and estimates.

Subject 5 covers (a) technical education; (b) practical knowledge of mechanical trades; (c) practical experience as a surveyor or civil engineer, or in any engineering position; (d) age and present occupation.

The Government desires the services of technically trained, capable, and experienced engineers. Roads must be repaired and extended, and bridges constructed, for the transportation of agricultural products to the markets and for the development of mail routes. Several large mechanical plants now in operation will be continued for some time. Provision is made for river and harbor improvements. General topographic surveys, other than the Coast and Geodetic surveys, and sewerage and waterworks systems are projected. There is need for civil, sanitary, mechanical, and electrical engineers, which demand will materially increase with the application of modern methods in production and manufacturing.

The following are specimen questions in this examination:

Pure and applied mathematics.—NOTE.—Competitors will answer four, and only four, of these questions. Logarithmic tables will be furnished by the examiner.

Question 1. A cylindrical tank that is 25 feet long, with cross section a circle 66 inches in diameter, ends flat, lies with its ends vertical. If it is filled with water to within 16 inches of the top (measured on the vertical diameter), how many gallons of water are contained? Inside measurements given.

(1 gallon = 231 cu. in.)

Question 2. Given $a=77.01$, $b=216.45$, $A=35^\circ 36' 20''$; find the other parts of the triangle.

Question 3. The length of a rectangular grass plat exceeds three times its breadth by 1 ft., and its area is 4,840 sq. ft. It is surrounded by a walk whose area is 3,222 sq. ft. Determine the width of the walk.

Question 4. If the coefficient of linear expansion for iron per 1° C. is equal to .000012, what will be the length of a bar that is 55 ft. long at 60° F. when the temperature of the bar is 75° F., both ends being free? If the ends are fixed, what will be the amount of stress in the bar caused by this rise in temperature, taking E equal to 30,000,000?

Question 5. A rectangular beam, b inches broad, d inches deep, and L feet clear span, can just bear safely a concentrated center load = W. What load can it just safely bear at a point halfway between center and point of support; and if the load be the same in both cases, how much may the depth be diminished in the second case so that the beam may be equally strong?

Question 6. Calculate the discharge in cubic feet per hour through an opening, 4 inches in diameter, in a vertical plane partition under a constant pressure of

40 lbs. per sq. in. Assume ratio of actual to theoretical velocity as .975, and ratio of contracted vein to that of opening as .65.

$$(g = 32.2 \text{ ft. per sec.})$$

Use and care of field and office instruments.—**NOTE.**—The competitor will answer three, and only three, of these questions:

Question 1. State clearly and explain the method of making the bubble adjustment in the wye level.

Question 2. In measuring the horizontal angle between two points at different elevations, with a transit, which adjustments are essential to a correct reading, and how may the angle be measured in order to eliminate the effects of errors in these adjustments? Give, in clear terms, the reasons for your answer.

Question 3. How is a transit prepared for stadia work, and how is the rod graduated? State clearly and describe briefly the theory on which stadia measurement is based.

Question 4. Describe the construction of one, and only one, of the following: The plane table, the planimeter, the slide rule. State the use to which it is put.

Theory and practice of surveying.—**Question 1.** (a) Describe how you would lay out a $1\frac{1}{2}^\circ$ railroad curve beginning at station 124+40 and ending at station 129+35, and also how you would set station stakes 130, 131, etc.

(b) State clearly the difference between the methods of direction and of repetition in measuring horizontal angles.

(c) If you have to produce a straight line with a transit, state how you would proceed in order to obtain the best possible result.

In the remaining questions assume a piece of land surveyed, having five sides, one corner inaccessible to transit, and one side with obstructions to measurement:

Question 2. (a) Give sample page of field notes.

(b) Describe the method of determining the true azimuth of any one of the boundary lines.

Question 3. Answer either one of the following two questions:

(a) Compute by the method of latitude and departures the area of the land surveyed.

(b) Compute the coördinates of the boundary line with respect to any lines of reference.

Designs and construction.—**NOTE.**—Answer two of the three questions that immediately follow.

Question 1. (a) Make a complete pen-and-ink sketch cross-section of one half of a 60-foot city street for heavy traffic, with 12-foot sidewalk. Show clearly the method of construction and of drainage, and show position of sewers and water and gas-main pipes. Give dimensions necessary to a clear understanding of your sketch.

(b) Describe in detail a good method of giving lines and grades for large-size water pipes.

(c) State in order and describe briefly the steps you would take to measure the discharge of a nontidal stream not less than 200 feet wide, and of average depth between 10 and 20 feet.

Answer two of the three questions that immediately follow:

Question 2. (a) Name the defects and conditions that affect the durability or strength of timber. State the cause of each, and if preventable name a remedy.

(b) Define first-class fat lime. State the precautions to be observed in the selection of rock, in burning, and in subsequent handling, to insure best quality on delivery.

(c) Write a short specification for the materials for concrete to be used in heavy foundations, and give the quantities of each per 1,000 cubic yards in place. Specify particularly the manner of mixing, laying, and ramming.

Answer two of the three questions that immediately follow:

Question 3. (a) A steel-built column rests upon a foundation of concrete and steel beams, with granite cap. The total weight resting on the stiff clay subsoil is 200 tons. Design the foundation so that the pressure on the clay shall be practically $1\frac{1}{2}$ tons, and on the concrete not over 10 tons, per square foot. Give neat pen-and-ink sketches of plan and sectional elevation of foundation, showing base and part of column, and give principal dimensions.

(b) Make a pen-and-ink sketch cross-section of a surcharged retaining wall 20 feet high, retaining ordinary earth. Give all dimensions and method of determining them. If the wall is built of ashlar face and coursed rubble backing, give the quantities per hundred lineal feet of wall of all materials required.

(c) Name and describe briefly three common methods of driving piles, and state under what conditions each may be adopted. Describe briefly the testing and estimation of the bearing capacity of a driven pile.

Surveyor examination.

SEC. 28. The surveyor examination is of the same general character as the civil engineer examination, except that questions relating to mechanics, materials of construction, and designs and construction will be omitted. In lieu of the subject "Designs and construction" will be substituted the subject "Drawing and mapping (including projections)." As a part of the subject "Drawing and mapping," a finished map will be required to be submitted by competitor within five days after the examination is held. Application Forms Nos. 2 and 47. The subjects and weights of the surveyor examination are as follows:

	Weights.
1. Pure and applied mathematics (including trigonometry and logarithms) ..	15
2. Use and care of field and office instruments.....	15
3. Theory and practice of surveying (including computations on errors, adjustment of closures and areas)	25
4. Drawing and mapping (including projections).....	20
5. Practice and experience	25
 Total	 100

About four hours will be allowed for the first subject of the surveyor examination, three hours for the second subject, four hours for the third subject, and two hours for the fourth subject. The fifth subject is rated on the application forms submitted.

Junior surveyor examination.

SEC. 29. Age limits, eighteen and twenty-six years. Applicants must have the education obtained by completion of the entire course in the Insular Normal School, a high school, or other institution with an equivalent course, and must have served the government at least eight months as apprentice surveyor. Such apprentice service may be rendered during afternoons, Saturdays, and vacations of the final year in school, and for this service payment will be made at a rate not to exceed \$10 per month. Appointments made as a result of this examination will be at \$300 per annum with subsistence while in the field. The maximum salary to which promotion is allowed as a result of this examination is \$480 per annum, with subsistence while in the field. This latter salary will not be paid except to those who have rendered four years of faithful and satisfactory service. Application should be made on Form No. 2, and the medical and physical examination specified therein must be furnished. Time allowed for the examination, two days of seven hours each.

The following are the subjects and weights:

	Weights.
1. Letter writing	10
2. Arithmetic (including square root)	10
3. Algebra (including quadratics)	20
4. Plane geometry	20
5. Plane trigonometry and use of logarithms.....	20
6. Mapping	20
 Total	 100

Following are specimen questions:

Letter writing.—A letter of not less than 150 words on one of the following subjects:

1. Advantages of work in the open air over that within doors.
2. Your reasons for choosing surveying as your profession.

Arithmetic.—1. A, B, C, and D together buy a farm for \$25,748. A pays $\frac{2}{5}$ of the money, B $\frac{1}{4}$ of the remainder, C $\frac{1}{2}$ as much as A and B together pay, and D pays the rest. How much does D pay?

2. A rectangular piece of land is 1 kilometer, 2 dekameters in length and $3\frac{1}{2}$ hektometers in breadth. If $\frac{1}{3}$ of it is worthless and the rest is valued at \$12 per hectare, what is the value of the land?

3. A surveyor spent \$56.64 for equipment, which sum was just 16 per cent of his capital. His other expenses were $3\frac{1}{2}$ per cent of his capital. How much money had he left?

4. A solid wall 50 feet long, 3 feet broad, and 6 feet high is built of bricks and mortar. The bricks are each 8 inches long, 4 inches broad, and 2 inches thick. Thirty per cent of the wall is mortar. How many bricks does it contain?

5. A square body of land contains 103,978,809 square yards. If a surveyor can run 3,399 yards of boundary line in a day, how many days will it take for him to run a line around the entire body of land?

Algebra.—1. Find a fraction such that if 1 be added to its denominator it becomes equal to $\frac{1}{2}$; and if 2 be added to its numerator it becomes equal to $\frac{3}{4}$.

2. Solve: $5x - y = 17,$
 $xy = 12.$

3. Simplify:

$$\left(\frac{1-x^2}{1-x^4}\right) \div \left(\frac{(1-x)^3}{1-3x^2+2x^3}\right)$$

4. At what times between 4 and 5 o'clock will the two hands of a watch be at right angles?

5. A piece of land 50 feet long and 34 feet broad has around it a path of uniform width; if the area of the path is 540 square feet, find its width.

Plane geometry.—1. Demonstrate: The diagonals of a parallelogram bisect each other.

2. With the aid of a compass, divide a given straight line into five equal parts. Explain and prove.

3. What is the locus of the center of a circumference tangent to the sides of an angle? Why?

4. Find the area of a circle whose circumference measures 27 feet.

5. Find the area of an equilateral triangle the perimeter of which measures 36 feet.

Trigonometry and logarithms.—1. From a point, B, at the foot of a mountain the elevation of the top, A, is 38° . From a point one mile distant from the foot of the mountain the elevation of the top is $18^\circ 15'$. Find the height of the mountain in feet.

2. Solve the triangle, having given the sides
 $a = 548.76$, $b = 662.94$, $c = 804.6$.
3. Find the area of a parallelogram if its diagonals are 2.27 and 3.48 and intersect each other at an angle of $36^\circ 48' 13''$.
4. Explain how in trigonometry the functions of angles in the third quadrant may be changed to the functions of angles in the first quadrant with no changes in values. Illustrate by writing the corresponding functions of angles of the first quadrant of the $\sin 210^\circ$, $\cos 210^\circ$, $\tan 210^\circ$, $\operatorname{ctn} 210^\circ$, $\csc 210^\circ$, $\sec 210^\circ$.

Mapping.—1. Explain in detail the polyconic projection.

2. Having given a sheet on which the elevations of certain points are indicated, plat thereon 5-foot contours, and indicate where the streams flow.

Examinations for mechanical engineers, electricians, inspectors, etc.

SEC. 30. Examinations will be held for these and similar positions, the performance of the duties of which requires skill, special training, and, in many cases, executive capacity. Application Forms Nos. 2 and 35. The following are the subjects and weights:

	Weights.
1. Second or third grade examination (see secs. 12 and 13)	25
2. Appropriate practical questions	50
3. Experience and training	25
Total	100

The practical questions vary according to the class and character of the positions and are adapted to the duties required to be performed in each. The rating of the third subject is determined on the evidence of experience and fitness shown on Forms Nos. 2 and 35, which must be completed and filed as the application for examination.

Scientific aid examination—Bureau of Science, Bureau of Agriculture, and Bureau of Forestry.

SEC. 31. Applicants for this examination should be graduates of a college which includes in its curriculum a course of study in medicine, or in some of the allied subjects of medicine, in agriculture, or in forestry. This examination offers an opportunity for young men immediately after being graduated to pursue practical post-graduate courses in tropical agriculture and in tropical forestry. With the development in agriculture and in forestry in the Government's insular possessions, men well equipped in these lines will be in demand. Appointments will be made at a nominal salary, probably not to exceed \$600 per annum, and after one year opportunity will be given to secure an appointment to a regular position in this service, if so desired.

Following are the subjects and weights of this examination:

	Weights.
1. College course, with bachelor's degree.....	50
2. Special qualifications.....	25
3. Thesis or other literature.....	25
Total.....	100

EXAMINATIONS FOR THE WEATHER BUREAU SERVICE.

SEC. 32. Time allowed, seven hours. Application Form No. 2. The stations throughout the Archipelago are classified according to importance. The positions of the first class are filled by chief observers with a salary of \$600, the second-class stations by observers at \$300. Vacancies occurring in the higher positions of observers are filled according to merit by promotions from the lower positions. The following are the subjects and weights:

First-class observer examination.

	Weights.
1. Spelling (second grade, see sec. 12).....	4
2. Arithmetic (second grade, see sec. 12).....	10
3. Letter writing (second grade, see sec. 12).....	10
4. Penmanship	3
5. Copying from plain copy (second grade, see sec. 12).....	3
6. Theory of meteorology.....	21
7. Practice of meteorology.....	27.
8. Theory of seismology.....	7
9. Practice of seismology.....	6
10. Algebra	3
11. Geography of the Philippines.....	6
 Total.....	 100

Second-class observer examination.

	Weights.
1. Spelling (third grade, see sec. 13).....	4
2. Arithmetic (third grade, see sec. 13).....	10
3. Letter writing (third grade, see sec. 13).....	10
4. Penmanship	3
5. Copying from plain copy (third grade, see sec. 13).....	3
6. Theory of meteorology.....	24
7. Practice of meteorology.....	30
8. Theory of seismology.....	7
9. Geography of the Philippines.....	9
 Total.....	 100

No specimen questions of subjects other than the grade subjects are given.

Examinations for medical inspector, physician, etc.

SEC. 33. Time allowed, two days of seven hours each; the first four subjects are given on the first day and the remaining subjects on the second day, except that of experience and training, which is rated on the evidence submitted by the applicant in his application papers. Application Forms Nos. 2 and 47. Entrance salary, usually \$2,000. Applicants for this examination must be graduates of reputable medical colleges. The following are the subjects and weights:

	Weights.
1. Letter writing on a medical subject.....	5
2. Anatomy and physiology.....	10
3. Surgery and surgical pathology.....	20
4. Chemistry, <i>materia medica</i> , and therapeutics.....	10
5. Bacteriology and hygiene.....	15
6. General pathology and theory and practice of medicine.....	20
7. Obstetrics and gynecology.....	5
8. Experience, training, and fitness.....	15
 Total.....	 100

The following specimen questions indicate the scope and general character of the subjects of this examination:

Letter writing.—Write a letter of not less than 200 words addressed to the "Director of Civil Service, Manila, P. I." on the following subject:

Practical sanitation applicable to the habitations of the lower classes in the Philippine Islands.

This exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to and treatment of the subject will be considered.

Anatomy and physiology.—1. Locate and give relations of each of five abdominal organs.

2. Name the muscles that are instrumental in the movements of the eyeball, and give the origin, insertion, and innervation of each.

3. Describe the ankle joint.

4. Give the anatomy of inguinal hernia.

5. Name all the branches of the aorta above the diaphragm.

6. What fermentations does the urine undergo after being voided?

7. What is the glycogenic function of the liver?

8. What is the difference between fermentation and putrefaction?

9. Enumerate the phosphates ingested and eliminated and show their importance in the animal economy.

10. Give one function of each of the following organs: Semicircular canals, iris, pancreas, cerebellum, spleen.

Surgery and surgical pathology.—1. Describe various forms of conjunctivitis and give the treatment for each form.

2. Describe the usual means and methods of producing anaesthesia, both local and general.

3. State five complications that may follow abdominal section, and give treatment of each.

4. Describe remedial measures for varicose veins of the leg.

5. Differentiate anatomically between the following forms of inguinal hernia: Oblique, direct, complete, and incomplete.

6. Name different forms, and give the etiology and treatment, of peritonitis.

7. Give the etiology and treatment of chronic cystitis in the male.

8. Give a diagnosis between prostatitis and cystitis.

9. Describe two surgical operations for the relief of stricture of the urethra.

10. Describe the changes that occur in inflammation.

Chemistry, materia medica, and therapeutics.—1. Give two methods of preparing chlorine.

2. What is formaldehyde? State how it is prepared and how used.

3. Give the product and uses of sulphur burned in air. Explain the bleaching property of sulphur.

4. What is glycerin? Give its chemical properties. How is it obtained?

5. Name five of the preparations of iron and give the medicinal uses and dose of each.

6. Give the physiologic actions and the therapeutic uses of the simple bitters. How do they differ from the aromatic bitters?

7. Give the physiologic action, medicinal uses, and preparations with doses of belladonna.

8. Describe serum therapy. Illustrate its use.

9. What is meant by cholagogue, demulcent, mydriatic, oxytocic, and anthelmintic? Name a drug as an illustration of each class and give the dose of each one mentioned.

10. What is the usual composition of baking powders? How are they adulterated? What is their mode of action?

Bacteriology and hygiene.—1. Describe the microorganism of either bubonic plague or malaria.

2. Describe the pathogenic organism which produces typhoid fever.
3. Give a classification of bacteria and name an organism illustrating each class.
4. Of the pathogenic microorganisms name two of the most important animal parasites and the disease produced by each.
5. Name four diseases transmissible from domesticated animals to man and give the pathogenesis of any one of them.
6. What is the best method of disinfecting (a) water-closets, (b) a house, (c) the clothing of persons who have contagious diseases?
7. Describe a method by which the occurrence of lead in water is demonstrated.
8. What steps should be taken to render polluted water harmless?
9. How should one treat a corpse where death occurs from an acute contagious disease? How should one disinfect a house in which had occurred bubonic plague?
10. In the absence of a system of sewerage and of a modern system of water supply, what are the best methods for the disposal of excreta and for securing a supply of pure water?

Theory and practice of medicine and general pathology.—1. Describe amœbic dysentery and outline appropriate treatment.

2. Give the pathology, differential diagnosis, and treatment of bubonic plague.
3. Give the physical signs of acute pleurisy (a) before effusion and (b) after effusion.
4. Describe beri-beri, giving symptoms, pathology, diagnosis, prognosis, and treatment.
5. Give the diagnosis and indications for treatment of a case of membranous croup.
6. Give a differential diagnosis between gout, chronic articular rheumatism, and rheumatoid arthritis.
7. Give the etiology, diagnosis, and sequelæ of Asiatic cholera.
8. Define hematemesis, hemoptysis, melena, hemophilia, and epistaxis.
9. Give the symptoms preceding the eruption (a) of scarlatina and (b) of rubeola, and name the sequelæ of each.
10. Give the characteristics of each of the following: Lithemia, chlorosis, leucocytæmia, and Addison's disease.

Obstetrics and gynecology.—1. How are phthisis and organic heart lesions modified by pregnancy?

2. A woman having missed two successive periodic functions (menstruation) suspects pregnancy as the cause; state the method or methods by which the physician would arrive at a positive diagnosis.
3. What is the principal danger to the child during labor in a breech presentation, and what should be done to reduce the danger to a minimum?
4. If the presenting part in a labor case is the shoulder, what should be done to render delivery possible, and how should it be done?
5. What are the indications for the use of forceps in a labor case? What two general classes of forceps are used?
6. What are the symptoms of uterine fibromata?
7. How should hypertrophy of the cervix uteri be treated?
8. What means are employed for the correction of displacements of the uterus?
9. Enumerate the sequelæ which frequently follow abortion.
10. Describe in detail the operation for the removal of an ovarian tumor.

Municipal physician examination.

SEC. 34. Time allowed, two days of five hours each, the first four subjects being given on the first day. Application Forms Nos. 2 and 47. The salary of municipal physician is \$750. The subjects and weights of the examination for these positions are the same as those for medical inspector, but the examination is less rigid and the questions and tests are fewer in number and simpler in character than those of the examination for medical inspector.

Examination for veterinarian.

SEC. 35. Time allowed, two days of seven hours each. Application Forms Nos. 2 and 47. Entrance salary, usually \$1,600. Appointees as a result of this examination must be graduates of reputable veterinary colleges. The following are the subjects and weights:

	Weights.
1. Letter writing	10
2. Veterinary anatomy and physiology.....	20
3. Veterinary pathology	20
4. Veterinary practice	40
5. Experience and training.....	10
 Total	100

Wherever the duties of the position are principally those of inspector, the examination will be the same as that given for veterinarian except that questions on meat and animal inspection will be included under the subject of veterinary practice.

The subject of experience and training is rated on the evidence submitted by the applicant with his application.

The following are specimen questions in this examination:

Letter.—Write a letter of not less than 250 words on the bacteriology of any two important tropical diseases of domesticated animals.

Veterinary anatomy and physiology.—1. Describe in detail the general appearance of healthy live animals.

2. Name and describe the principal differences between the alimentary canal of a horse and that of a cow.

3. Describe the appearance (*a*) of normal mucous membrane and (*b*) of normal mammalian blood.

4. Describe the functions of the liver.

5. State the functional relations between the kidneys and the skin.

Veterinary pathology.—1. What is putrefaction? What is its cause, and by what conditions is it favored?

2. Describe (*a*) septicemia and (*b*) pyæmia, giving causes, pathology, and the diseases of domesticated animals with which each may be associated.

3. Define edema, jaundice, diapedesis, suppuration, and aneurism.

4. State fully the pathologic lesions characteristic of anthrax.

5. What two important diseases of cattle are caused by fungi? Give the pathology characteristic of each.

Veterinary practice.—1.—Give the causes, symptoms, and treatment of laminitis.

2. What is the cause of tetanus? Describe characteristic symptoms and give treatment.

3. Describe the mallein test, giving conditions under which you would not employ the test and conclusions on a 2.5° F. rise of temperature.

4. Give causes, symptoms, and medical treatment of azoturia.
5. Describe the symptoms of each of the following-named diseases: Maladie du coit or dourine, influenza, and strangles.

Trained nurse examination.

SEC. 36. Time allowed, seven hours. Application Form No. 2. Salary, \$720 with board and quarters. Applicants must be graduates of recognized training schools, and have had at least one year's subsequent experience in a modern and well-equipped hospital. Age limits, 20 to 35.

The following are the subjects and weights:

	Weights.
1. Anatomy and physiology.....	5
2. Hygiene of the sick room.....	20
3. General nursing	20
4. Surgical nursing	20
5. Obstetrical nursing	20
6. Experience and training.....	15
 Total	 100

No specimen questions are furnished. The scope of the examination is within the limits of the usual course of study and requires practical training for graduate nurses.

Hospital attendant examination.

SEC. 37. Time allowed, six hours. Application Form No. 2. Entrance salary, \$600, with board and quarters. The following are the subjects and weights:

	Weights.
1. Second grade examination (see sec. 12).....	25
2. Practical questions	40
3. Experience and training	35
 Total	 100

The following are specimen questions in the second subject of this examination:

1. Give the personal hygiene applicable to a new patient on being received at a hospital.
2. Describe the care and condition of a properly kept ward or sick room.
3. Name and describe five mechanical appliances used for relief of bed patients.
4. State how cleanliness may be maintained in a sick ward.
5. Name three disinfectants in common use and describe the application and use of each one named.
6. What cautions should be observed in handling and giving medicines?
7. Describe the preparation of a patient for a major surgical operation.
8. Describe the preparation of the bed for a bed patient and the manner of changing the sheets, pillows, and patient's linen.
9. State fully the care to be taken of a room: (a) While occupied by a patient with an infectious disease; (b) after his removal therefrom.
10. What disposition should be made of the excreta of a typhoid fever patient?

Pharmacist and dispensing clerk examination.

SEC. 38. Time allowed, two days of six hours each. Application Form No. 2. Salary, \$600 to \$1,000, with quarters. The examination comprises the following subjects and weights:

	Weights.
1. Second grade examination (see sec. 12).....	25
2. Pharmacy and chemistry	30
3. Materia medica	20
4. Experience and training.....	25
 Total	 100

The following are specimen questions and tests in this examination:

Pharmacy and chemistry.—1. Give the formula and method of making paregoric. How many parts of opium are in 100 parts of this tincture?

2. What are pills? Of what two parts does a pill mass usually consist? What are the essential requirements of a pill mass and what are the ordinary excipients used? Describe the process of making pills of phosphorus.

3. In the metric system, what is the unit of volume; of weight? Express the weight of 1 liter of official alcohol according to the metric system.

4. What is the ordinary best base for suppositories? How are gelatine suppositories made; rolled suppositories; molded suppositories?

5. What is the per cent of alcohol usually present in malt liquors, light wines, port or sherry, whisky, and brandy?

6. What are ointments? In what different ways are they made? What care should be exercised in the making and dispensing of ointments?

7. Describe the chemical change that takes place in the preparation of sirup of iodide of iron. Why should this sirup be exposed to the action of light?

8. Give the names and formulæ of the different oxides of nitrogen. Which of these is "laughing gas?" Which takes an important part in the manufacture of sulphuric acid? Describe its action in this process.

9. What is an alkali? Give an example.

10. What is meant by each of the following symbols: Na, Ca, P, N, Hg, C, As, Sb, S, K?

Materia medica.—1. From what is lard obtained? How is it prepared? What processes are used for its purification? Describe its odor, taste, solubility, etc. Of what does it consist? What are its uses in medicine?

2. What is the official title of cod-liver oil? How is it obtained? What are its constituents and medicinal properties?

3. What is meant by each of the following signs or abbreviations: gm., c. c., O., Sig., 3ss., Ft., coch., Oi., aq. bull., and gtt.?

4. What is Dover's powder? What are its medicinal uses and dose?

5. Give the names of five vegetable cathartics; of five diuretics. Give the dose of each one named.

6. Name five drugs used as emetics. Give the dose of each necessary to produce emesis.

7. Name the appropriate antidotes in poisoning by each of the following: Opium, aconite, phosphorus, arsenic.

8. Name five alkaloids that are official, giving origin, uses, and dose of each.

9. Name five of the official preparations of bismuth and give the therapeutic uses and doses of each.

10. What is amyl nitrite? What are its general physical characteristics and in what conditions is it a valuable therapeutic agent?

Assistant pharmacist examination.

SEC. 39. Time allowed, two days of five hours each. Application Form No. 2. Usual entrance salary, \$300 or \$360.

The following are the subjects and weights:

	Weights.
1. Third grade examination (see sec. 13)	25
2. Pharmacy and chemistry	30
3. Materia medica	20
4. Experience and training	25
Total	100

The questions in pharmacy, chemistry, and materia medica will be simpler in character than those in the pharmacist and dispensing clerk examination.

Ranger examination.

SEC. 40. Time allowed, five hours. Application Form No. 2. Usual entrance salary, \$300. Age limits of applicants, 18 to 30 years. The higher classes are filled by promotion. The following are the subjects and weights:

	Weights.
1. Spelling (second grade, see sec. 12)	10
2. Arithmetic	30
3. Letter writing (second grade, see sec. 12)	15
4. Penmanship	15
5. Copying from plain copy (second grade, see sec. 12)	10
6. Experience and training	20
Total	100

The examination in arithmetic includes tests in the metric system of measurements and in computing the cubical contents of timber, round and square.

The following are specimen questions in this subject:

1. Add the following numbers: 7,820,140, 616,487, 18,021,762, 5,329,456, 5,647,-893, 432,890, 23,578,932, and 45,004. From the sum of these numbers subtract 8,641,762.
2. Multiply 794.4 by 450 $\frac{1}{2}$, and divide the product by 49.65.
3. How many pounds will a banca 16 meters long, 1 $\frac{1}{2}$ meters wide, and 1 $\frac{1}{4}$ meters deep contain when full of wood weighing 1,800 pounds per cubic meter?
4. How many cubic feet are there in a piece of wood 1 $\frac{1}{2}$ meters in circumference and 9 meters long?
(1 cubic meter = 35.3 cubic feet.)
5. A piece of wood 1 meter and 8 centimeters wide and $\frac{3}{4}$ meters thick contains 12.15 cubic meters. What is its length?

EXAMINATIONS FOR THE PRINTING SERVICE.

SEC. 41. Examinations for positions in the printing service consist in part of an educational test. Credit is also given for experience and training. Each applicant is required to complete and file with the Bureau of Civil Service Form No. 35, on which the element of experience and training is rated. This form should be carefully and fully filled by all applicants. The pay of the different employees, not including apprentices, in this service is from about \$1 per diem to \$2,500 per annum, varying according to the character of the work and the skill and capacity of the workman.

For subjects and weights and dates of examinations for the printing service, applicants in the United States should apply to the United States Civil Service Commission. Examinations for printer, linotype operator, pressman, stereotyper, photo-engraver, electrotyper, bookbinder, etc., are held in the United States from

time to time at the request of the Bureau of Civil Service. Persons in the Philippine Islands desiring to enter examinations for the printing service other than outlined below should apply to the Bureau of Civil Service for information.

Junior compositor examination.

SEC. 42. Time allowed, six hours. Application Form No. 2. The following are the subjects and weights:

	Weights.
1. Spelling (second grade, see sec. 12).....	5
2. Arithmetic (third grade, see sec. 13).....	5
3. Penmanship	5
4. Plain copy (third grade, see sec. 13).....	5
5. Correcting proof	30
6. Experience and training.....	50
 Total.....	 100

Correcting proof.—For this exercise the competitor is given a photolithographic sheet of proof on which corrections have been noted by the proofreader, and he is required to explain in writing the corrections indicated by the proofreader on the printed proof sheet. The exercise is designed chiefly to test the competitor's ability to follow the instructions of the proofreader and to interpret his marks. The corrections to be made are indicated in the same manner as in ordinary proof in a printing office. For convenience each word or group of words to be corrected is numbered on the sheet, and the competitor, in making the correction, writes the number of the word to be corrected, stating opposite it what correction is required—that is, what letter or letters are to be inserted, omitted, etc., or what other changes are indicated by the marks of the proofreader.

Apprentice examination.

SEC. 43. The entrance salary is \$0.20 per diem. Age limitations for entrance, 15 to 20 years. If the conduct and capacity of the apprentice are satisfactory, he will be advanced at stated periods. His salary during the last three months of his apprenticeship will amount to \$1.10 per diem. At the expiration of the period of his apprenticeship of three years he may be given a permanent position in the Bureau of Printing. Filipinos are therefore given an opportunity to learn any branch of the art of printing, with a sufficient income during the period of apprenticeship to meet living expenses. All applicants should state in their application the branch of trade they desire to follow; such as compositor, bookbinder, pressman, etc. The medical and physical examination provided in Application Form No. 2 must be furnished.

Applicants will be given the third grade examination, in either English or Spanish, as they elect (see sec. 13). Those who take the Spanish examination will be given, in addition, a simple test in English.

EXAMINATIONS FOR THE CUSTOMS SERVICE.

SEC. 44. Appointments in the customs service are made from appropriate registers according to the character of the position to be filled. Entrance to the service is through the lowest class of each grade. Vacancies not filled by original appointment, as herein provided, are filled by promotion, transfer, or reinstatement, unless the needs of the service require such vacancies to be filled by open competitive examination. Inspectors are appointed from the first grade register, at \$1,200 or less, and copyists and guards from the second and third grade registers, at \$240 and \$180 per annum, respectively.

Messenger.

SEC. 45. The position of messenger with a salary of more than \$120 per annum is in the classified service and vacancies therein must be filled as a result of certification by the Bureau of Civil Service. Application Form No. 2. Minimum age limitation, 15 years. Applicants must be able to read and write. Form No. 2 must be filled in the applicant's own handwriting.

EXAMINATIONS FOR THE POLICE SERVICE OF MANILA.**First-class patrolman examination.**

SEC. 46. In accordance with the provisions of section 9 of Act No. 286, the examination for first-class patrolman is given in the English language only. Application Form No. 2. Entrance salary, \$900 per annum, with quarters: *Provided*, That the pay of first-class patrolmen may be at the rate of \$1,000 for the second year, \$1,080 for the third year, and \$1,140 for the fourth year of service. All competitors must be at least 5 feet 8 inches in height and 145 pounds in weight, stripped.

The subjects and weights of the examination for first-class patrolman are as follows:

	Weights.
1. Third grade examination (see sec. 13)	40
2. Physical condition	35
3. Experience and training	25
 Total	 100

Third-class patrolman examination.

In accordance with the provisions of section 9 of Act No. 286, the examination for third-class patrolman is given in the Spanish language. Application Form No. 2. Entrance salary, \$240 per annum, with quarters: *Provided*, That the pay of third-class patrolmen may be at the rate of \$300 per annum for the second year, \$330 per annum for the third year, and \$360 per annum for the fourth year of service. All competitors must be at least 5 feet 4 inches in height and 110 pounds in weight, stripped.

The subjects and weights of the examination for third-class patrolman are as follows:

	Weights.
1. Third grade examination (see sec. 13)	50
2. Physical condition	50
 Total	 100

Physical examination of all applicants for the positions above named is made by medical examiners of the Bureau of Civil Service without expense to applicants. Certificates from other physicians will not be accepted.

All competitors must be physically sound and well proportioned.

Vacancies occurring in the higher classes and grades in the police service, if not filled by transfer, reinstatement, or reduction, shall be filled by promotion in accordance with the provisions of Civil Service Rule IX, and section 9 of Act No. 286.

EXAMINATIONS FOR THE FIRE SERVICE OF MANILA.**First-class fireman examination.**

SEC. 47. This examination is given in the English language only. Application Form No. 35. Competitors must be at least 5 feet 4 inches in height and 125

pounds in weight, stripped. Entrance salary, \$900 per annum, with quarters: *Provided*, That the pay of first-class firemen may be at the rate of \$1,000 per annum for the second year, \$1,080 for the third year, and \$1,140 for the fourth year of service. The examination for first-class fireman contains the same subjects and weights as that for first-class patrolman.

Second-class fireman examination.

This examination is given in the Spanish language. Application Form No. 35. All competitors must be at least 5 feet 2 inches in height and 110 pounds in weight, stripped. Entrance salary, \$240 per annum, with quarters: *Provided*, That the pay of second-class firemen may be at the rate of \$300 per annum for the second year, \$330 per annum for the third year, and \$360 per annum for the fourth year of service. Applicants for the position of second-class fireman must furnish evidence of proficiency in the driving, care, and handling of horses, including native ponies, and of familiarity with the streets of the city of Manila, including its suburbs.

First-class engineer examination.

This examination is given in the English language only. Application Form No. 35. All competitors must be at least 5 feet 4 inches in height and 125 pounds in weight, stripped. Entrance salary, \$1,200 per annum, with quarters: *Provided*, That the pay of first-class engineers may be at the rate of \$1,300 per annum for the second year, and \$1,400 per annum for the third year of service.

Second-class engineer examination.

This examination is given in the Spanish language. Application Form No. 35. All competitors must be at least 5 feet 2 inches in height and 110 pounds in weight, stripped. Entrance salary, \$480 per annum, with quarters: *Provided*, That the pay of second-class engineers may be at the rate of \$600 per annum for the second year of service.

Physical examination of all applicants for the positions above named is made by medical examiners of the Bureau of Civil Service without expense to applicants. Certificates from other physicians will not be accepted.

All competitors must be physically sound and well proportioned.

EXAMINATIONS FOR GUARD AT PRISONS AND PENITENTIARIES.

SEC. 48. There are two classes of guards. In one, a knowledge of the English language is required, and in the other a knowledge of the English language is not a prerequisite. Application Form No. 2. The salary of guards of the first class will be \$900 per annum, with quarters, during the first year of service, and may be \$1,000 during the second year, \$1,080 during the third year, and \$1,140 during the fourth year. The salary of guards of the second class will be \$180 with quarters during the first six months of service, \$240 during the second six months, and may be \$300 during the second year, \$330 during the third year, and \$360 during the fourth year. Applicants for the position of guard of the first class are given the same examination as patrolmen of the first class. Applicants for the position of guard of the second class are given the same examination as patrolmen of the third class: *Provided*, That in the matter of physical requirements, English-speaking competitors must be at least 5 feet 6 inches in height and 130 pounds in weight, stripped, and Spanish-speaking competitors must be at least 5 feet 2 inches in height and 100 pounds in weight, stripped. Physical examination

is made by medical examiners of the Bureau of Civil Service without expense to applicants. Certificates from other physicians will not be accepted. Applicants are tested in marksmanship, the rating obtained being made a part of the rating for experience and training.

THE PROVINCIAL SERVICE.

SEC. 49. The Provincial Government Act and its amendments provide that all officers and employees in the provincial governments (except provincial governors, provincial fiscals, registers of deeds, presidents of provincial boards of health, semiskilled or unskilled laborers whose rate of compensation is less than \$360 per annum or \$1.20 per diem, and all employees whose rate of compensation is \$120 or less per annum) shall be selected in accordance with the provisions of the Civil Service Act and Rules. Appointments to vacancies in the positions of provincial treasurer and provincial secretary are usually filled by transfer, by reinstatement, or by promotion.

Appointment to the position of provincial treasurer may be made as a result of the assistant, the bookkeeper, the auditing clerk, or the disbursing clerk examination. Credit is given for experience and training in all examinations for the position of provincial treasurer. Appointment to the position of provincial secretary may be made as a result of the first grade examination or any of its equivalents, such as the translator or the interpreter examination. The provincial secretary should have some knowledge of the English language and must be able to speak and write the Spanish language. In view of the fact that the salaries of provincial treasurers and secretaries vary in the different provinces, the probable salaries at which appointments will be made can not be stated.

The provincial board may by resolution, approved by the Executive Secretary, authorize the provincial officers to appoint such deputies, assistants, clerks, and other employees as the interests of the public service may require. Vacancies in all subordinate positions in this service can be filled only through compliance with the examination requirements of the Civil Service Act and Rules.

The members of the provincial board and a teacher or Constabulary officer residing in the capital of the province are usually designated by the Bureau of Civil Service to serve as members of the provincial examining committee. Examinations will be held throughout the Islands as enumerated in paragraph 8 of the schedule of examinations on page 3.

From the registers obtained as a result of examinations held in the provinces appointments are made, not only to positions in the provincial service proper, but also to positions in the following bureaus: Audits, Constabulary, Customs, Education, Forestry, Internal Revenue, Justice, Lands, Posts, Public Works, and Weather.

Applicants for all examinations held in the provinces should apply by letter or in person to the examining committee of the province in which they reside, for a copy of the Manual of Information and a blank form of application. The blank form must be accurately filled by each applicant and forwarded as soon as possible to the examining committee of the province in which he resides, whose duty it is to notify him when to appear for examination: *Provided*, That applicants living in the provinces named in paragraph 8 of the schedule of examinations in the Philippines will address the Bureau of Civil Service, Manila, for application blanks and Manuals of Information, and forward their applications, when completed, to the Bureau of Civil Service, Manila. The names of those who pass the examinations are entered upon a list of eligibles for the province in which they reside. Appointments to the provincial service are limited, wherever possible, to residents of the province in which the vacancies occur.

Municipal treasurer examination.

Act No. 999 provides that the position of municipal treasurer shall be classified and subject to the provisions of the Civil Service Act and Rules. Appointments to positions paying \$300 per annum or more (total combined salary as municipal treasurer and as deputy of the provincial treasurer) are made from the second-grade register of eligibles; appointments to positions paying less than \$300 and more than \$120 per annum are made from the second or third grade registers; appointments to positions the combined salary of which is \$120 per annum or less may be made without examination or other action by the Bureau of Civil Service (subsection 4, section 20 of the Civil Service Act, as amended). Form No. 33 should not be used in making appointments at \$120 per annum or less; such appointments should, however, be reported on monthly report on Civil Service Form No. 3, with a statement showing the date and place of birth of the appointee.

Examinations for this position are noncompetitive, and any person whose name is on the eligible registers may be selected for appointment, subject to the minimum age and salary limitations. Applicants taking the second or the third grade examination with a view of appointment to the position of municipal treasurer must be at least 23 years of age. There is no maximum age limitation for admission to examination with a view of appointment to this position.

Act No. 999 provides that municipal treasurers "may be removed from office by the provincial board for cause." The Attorney-General has rendered an opinion that such removals do not require recommendation by the Bureau of Civil Service or the approval of the Governor-General (3 Off. Gaz., 145). When a municipal treasurer is removed from office, a copy of the charges and of the resolution of the provincial board removing him should be transmitted to the Bureau of Civil Service, and such removal should be reported on Civil Service Form No. 3.

A municipal treasurer, whether or not he receives salary as deputy of the provincial treasurer, is not entitled to the leave of absence provided by Act No. 1040 (Opinion of the Attorney-General, 2 Off. Gaz., 838).

Special examinations.

SEC. 50. All vacancies in classified positions if not filled by promotion, reduction, reinstatement, or transfer, will be filled either by selection from appropriate existing registers or as a result of special examinations. When such special examinations are held they will be duly announced in the public press and on the bulletin boards in the lobby of the Manila Post-office and in the lobby of the office of the Bureau of Civil Service and in provincial buildings.

Method of rating examination papers.

SEC. 51. The following method is observed in rating examination papers.

After an examination is held the papers are arranged by sheets or subjects. When they are ready to be rated they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by another examiner. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled, his general rating is ascertained, his declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. *The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his general rating determined.* As the charges for specific errors are fixed by the

regulations for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is reviewed in every particular by another.

The papers of all the competitors in an examination must be rated at the same time and no competitor's papers will be rated in advance of others.

Regulations for rating examination papers.

SEC. 52. As soon as practicable after an examination the papers of the competitors shall be rated and the general rating of each competitor ascertained.

All examination papers shall be rated under the following regulations:

Rate every correct answer -----	100	The difference between 100 and the sum of the charges for errors against each answer will be the rating for the answer.
Rate every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct from 100 the sum of the charges for errors against each answer -----		

SPELLING.

From 100
deduct—

For each error in spelling when the exercise consists of 20 words.....	5
For each error in capitalization.....	1
For each failure to use the hyphen when required in a compound word; for each wrong use of the hyphen; and for dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word.....	2

COPYING FROM PLAIN COPY.

For each error in spelling, each transposition, each abbreviation not in copy, each failure to capitalize or punctuate according to copy, for each word or figure omitted, repeated, substituted, or improperly inserted: <i>Provided</i> , That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one printed line of the copy; that a deduction of 15 shall be made for more than one line, and not to exceed one and one-half printed lines; and that a deduction of 20 shall be made for two printed lines or more than one and one-half lines; and that a proportionate deduction shall be made for a greater number of printed lines; for failure to indent as in copy and for each failure to paragraph according to copy; for irregularity in left-hand margin; for each variation from the printed copy in the use of parentheses, brackets, or the hyphen; for each failure to indicate, or for improperly indicating, italics, small caps, etc.; for using stenographic period, only one charge to be made in exercise, and for signing name	5
For each misdivision of a word at the end of a line, and for each omission or improper use of the hyphen in dividing a word at the end of a line; and for each word altered, interlined, or canceled, for each blot, and for each minor erasure, if not neat: <i>Provided</i> , That not more than 5 shall be charged for one interlineation or cancellation or for blots.....	1
For misplacement, want of neatness, etc.....	3 to 5

COPYING FROM ROUGH DRAFT.

For each error in spelling (no additional charge to be made for the repeated misspelling of the same word in the same manner); for each error in syntax (no additional charges to be made for changes necessarily resulting from a given method of correction or attempted correction); for each word omitted, inserted, or substituted, involving a test or essential change of meaning (not more than 10 to be charged for the first ten words of each omission, and 1 for each word thereafter, and not more than 10 for the omission of each indicated insertion); and for each error in transposition of words or groups of words: <i>Provided</i> , That for a transposition of two words which improves the sentence and involves no test, no charge shall be made.....	From 100 deduct.....	
For each change in tense, number, etc., which does not result in an error of syntax or essential change in the meaning; for each word omitted, inserted, or substituted, involving no test or essential change of meaning, and for each word repeated; for each error in capitalization, punctuation, indentation, paragraphing, or in the division of words; for each failure to use the hyphen when required, or for each wrong use of the hyphen; for each word interlined or canceled (charge not to exceed 5 for any one interlineation or cancellation), for each blot, and for each alteration if not neat; and for stenographic period, only one charge to be made in the exercise	3	
For each error in transposition of inclosures, and for signing name.....	1	
For each abbreviation	5	
For irregularity in left-hand margin.....	1 to 2	
	1 to 3	

PENMANSHIP.

In determining the rating for penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered and its value in the judgment of the examiners rated on a scale of 100. The examiners shall be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50; practically worthless, 0 to 25.

LETTER WRITING.

In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax, style, and its adherence to and treatment of the subject given will be considered, and its value in the judgment of the examiners rated on a scale of 100.

In determining the rating for letter writing the examiners shall be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50; practically worthless, 0 to 25.

ARITHMETIC.

Each problem is rated on a scale of 100 according to the following regulations, and the sum of the ratings is divided by the number of problems to obtain the general rating of the subject of arithmetic:

For wrong process producing incorrect result in a problem involving but one step or operation.....	From 100 deduct.....
	100

For the first wrong process in a problem involving more than one step or operation, from 100 deduct 25 to 75, according to the gravity of the error; for each subsequent wrong process, or for giving proof instead of solution, according to the gravity of the error.....	From 100 deduct—
For each error of one or more places in pointing off decimals, or for each evasion of a decimal or common fraction test in copying from printed question or from work.....	10 to 75
For each error in computation: For each error in copying figures from printed question or from work, wrong result being obtained; for superfluous or irrelevant work not canceled; or for complex statement, process, or method, right result being produced.....	25
For each error in copying figures from printed question or from work, right result being obtained; for indicating wrong process, but performing correct process; for each improper or incorrect designation of a partial or final result; for failure to indicate the answer in problems by the letters "Ans." or otherwise when the answer is obscured by improper arrangement; for each failure to use the sign \$ or £, or any other monetary or commercial sign, or any sign by which the relations of quantities are expressed, when the use of such is required in the statement or solution of the problem; or for the use of superfluous ciphers	10
For each incorrect or inconsistent punctuation; for each improper use of the symbol or designation % or c. in connection with a decimal expression; for fractions in answer not reduced to lowest terms; or for an approximate result not sufficiently exact, or not followed by the proper plus sign or minus sign	5 to 10
For errors in denominating numbers in quantity of one denomination contained in a unit of a higher denomination, or for failure to express the answer in the several denominations, beginning with the highest, according to the gravity of the error.....	10 to 25
If, when work or operation in full is required, the correct answer is given, but no work is shown, according to the quantity of work required in the solution	25 to 75
If, when work or operation in full is required, more than the mere answer is given, and the process is neither clearly indicated nor written in full, according to the gravity of the error.....	5 to 35

GEOGRAPHY.

In rating this subject each answer shall be rated in the judgment of the examiners according to its value on a scale of 100. The sum of the ratings is divided by the number of questions to obtain the general rating of the subject of geography.

When the question requires in the answer a specified number of states, countries, persons, places, locations, or things, the quotient arising from the division of 100 by the number of states, countries, etc., required shall be the credit to be given for each state, country, etc., correctly named. If a greater number is given in the answer than is required, the additional number of states, countries, etc., shall be added to the number required by the question and the quotient arising from the division of 100 by the number thus obtained shall be the credit to be given for each state, country, etc., correctly named.

TRANSLATING.

	From 100 deduct—
For each word omitted, necessary to complete the meaning, for each word substituted or inserted unnecessarily, or for each free translation of a phrase, clause, or sentence, which may be correctly rendered by a literal translation, provided the exact meaning is conveyed by the translation given	1 to 3
For each word inexactly translated.....	1 to 2
For each word incorrectly translated.....	2 to 3
For each grammatical error.....	2 to 5
For each error in spelling or the omission or incorrect use of accents.....	1
For each phrase, clause, or short sentence, not exceeding ten words, omitted or incorrectly translated	3 to 10

When a phrase, clause, or sentence, consisting of more than ten words, has been omitted or incorrectly translated, a charge, proportional to the length of the exercise and the character of the phrase, clause, or sentence in question, shall be made.

Closeness of translation is required, provided that it does no violence to correct idiom. Deviations from literal translation which the idiom of a language necessitates will be given full credit.

Clear, correct, and at the same time idiomatic translations are preferred, and the examiners may, after they have marked an exercise under the above regulations, charge or credit the exercise with a mark not to exceed 10.

In applying the above regulations, the kind of examination, length of exercise, and importance attached to linguistic knowledge should determine the magnitude of the charges to be made.

SPECIAL EXAMINATIONS.

Where regulations for rating the special or technical parts of any examination have not been prescribed the examiners exercise their judgment in determining the value of the answers; but, as far as practicable, the papers of special or technical examinations are rated under such of the foregoing regulations as are applicable.

Report of ratings.

SEC. 53. After a competitor's papers have been rated he shall be duly notified of the result thereof by the Bureau of Civil Service or by the head of his Bureau or Office at its request. Letters inquiring how soon papers will be rated serve only to delay the work.

If the application or examination papers of a competitor who enters an examination are not complete in every particular the name of such competitor will not be entered upon the eligible register nor report of rating sent until the application or examination papers are completed.

In cases of collusion, the names of the competitors will not be entered upon the eligible register should they obtain eligible ratings, nor will report of ratings obtained be sent. The examination papers of all competitors guilty of collusion will be canceled; such competitors will not be permitted to take any other examination for at least one year.

After being notified of the results of their examinations competitors may review their papers in the office of the Bureau of Civil Service and have the ratings explained to them if they so desire.

Change of post-office address.

SEC. 54. Eligibles must keep the Bureau of Civil Service informed of any change of post-office address. A failure to do so will be treated as the fault of the eligible, and may result in his losing an opportunity of appointment. Request to have the address changed should be made by letter, and such letter should relate only to the change of address.

When period of eligibility begins and ends.

SEC. 55. The period of eligibility on all registers for original appointment is one year from the date of entering a name on the register: *Provided*, That eligibility resulting from examinations held in the United States shall be for a period of two years at least from date of notice of eligibility. The period of eligibility for any particular examination may, however, be extended in the discretion of the Bureau of Civil Service upon such conditions as it may prescribe. The date of entering a name on the register is usually but a few days subsequent to the date of the notice of eligibility.

When reexaminations are allowed.

SEC. 56. A competitor who passes an examination will not be allowed a reexamination within six months. When reexamination is allowed before the expiration of eligibility, a new application must be filed. A person who has passed an examination and obtained an appointment as a result thereof will not again be admitted to an examination of the same kind while in the Philippine civil service: *Provided*, That persons who have qualified in the Filipino teacher examination as given prior to June, 1906, may be admitted to the revised examination on filing a completed application. A competitor who fails to obtain an eligible rating in an examination, but obtains a rating of 65 or above, may be admitted to the next regular examination. A competitor who fails to secure a rating of 65 or above in any examination, will not be admitted to an examination of the same kind within six months from the date of the last examination: *Provided*, That such a competitor may be admitted to the examination occurring next prior to the expiration of the period of six months, with the understanding that in the event an eligible rating is obtained his name will not be entered on a register until the expiration of said period. Competitors who claim that they were unable to do themselves justice because of illness must abide by the result of the examination. A special reexamination will be allowed only in cases where it is shown that competitors have suffered injustice through an act of the Bureau of Civil Service or one of its examiners. A competitor reexamined within six months will not be required to file an application for such reexamination.

Methods of certification for appointment.

SEC. 57. Whenever a vacancy exists the head of a Bureau or Office makes requisition upon the Bureau of Civil Service (or upon the chairman of the provincial examining committee) on Form No. 9 for a certification of names to fill the vacancy, specifying the kind of position vacant, the necessary qualifications, the sex desired, and the salary. Upon receipt of such requisition the names of the three persons on the proper register, or a less number if there are not so many as three, standing highest of the sex and qualifications called for, are certified to the head of the Bureau or Office, who is required to select one of the eligibles certified to fill the vacancy. He may select any one of the eligibles certified. The names of eligibles not selected receive further certification on the occurrence of another vacancy. The time of examination is not considered in making a certification, as the highest in rating on the register must be certified first, although they may not have been the first examined. An eligible may not be

certified for appointment more than three times to the same Bureau or Office, but may, if in order of certification, be certified three times to each Bureau or Office during the period of eligibility. Efforts to hasten certification or to secure certification out of the order required by the Civil Service Act and Rules can not possibly be of any avail. The Bureau of Civil Service has no power whatever to certify a name out of its order or to withhold a name from certification when in order.* An eligible who declines an appointment tendered him may not again be certified unless he shall request in writing within thirty days the benefit of the remaining certifications which the rules allow, stating his reasons, which must be satisfactory to the Bureau of Civil Service, for declining the appointment. An eligible who declines an appointment twice, even though he may give satisfactory reasons in each case, may not again be certified from the same register. Upon appointment from any register the name of an eligible will be removed from all registers of a lower grade on which it may appear unless he requests otherwise in writing.

Prospects of appointment and of promotion.

SEC. 58. The conditions of appointment in the various branches of the service are such that nothing can cause a name to be certified out of its order and nothing can prevent its being certified when it is in order for certification. As the highest possible rating in an examination is 100 and the lowest that makes one eligible to appointment is 70; it will be seen that the nearer the rating is to 100 the more likely it is that the eligible will be reached for certification within the period of eligibility. The names of those who pass an examination are entered on a register of eligibles in the order of their ratings, and when a vacancy occurs the highest three names on the proper register are certified to the appointing officer, who selects for probational appointment (the practical test of fitness) the one he considers best qualified to fill the vacancy. If the number of eligibles, therefore, is in excess of the needs of the service those who successfully pass the examinations, but with low ratings, will not be reached for certification and appointment. The chances of appointment are indicated by the results of examinations and the appointments as shown in the tables in the Annual Reports of the Bureau of Civil Service. Under the Civil Service Act and Rules the heads of Bureaus and Offices are the judges of the qualifications of the persons certified for appointment, and the Bureau of Civil Service can not interfere with the proper exercise of their discretion in selecting from among those certified.

¹ Vacancies are constantly occurring in the service. Competitors who obtain good ratings as a result of examinations taken in English generally receive appointment soon after registration. Stenographers, typewriters, civil engineers, and eligibles with scientific, technical, or professional qualifications usually receive immediate appointment.

Appointment to the service is usually in the lower grades, the higher grades being generally filled by promotion. The prospects of promotion of the competent and efficient are good.

The Civil Service Act requires that when the names of natives of the Islands and of honorably discharged soldiers, sailors, and marines of the United States are certified, the appointing officer must, when other qualifications are equal, prefer: First, natives of the Islands, and second, honorably discharged soldiers, sailors, and marines. The name of a person of either of these classes, however, can not be certified out of the order of its relative standing on the register, but when it is certified as a result of its relative standing the appointing officer must show preference in selection in the order mentioned, if other qualifications are equal.

There is little demand for Americans for clerical or other positions which natives of the Islands are competent to fill, and examinations to fill vacancies in them will

not be held in the United States; in fact it is not advisable for Americans to seek positions in the Philippine civil service unless they have professional, technical, or scientific qualifications, or special clerical ability with qualifications such as those of a stenographer and typewriter, bookkeeper, etc.

It is the intent of the Civil Service Act to establish in these Islands a permanent civil service so administered that those who enter the lower grades may by loyal and efficient service secure promotion to the highest positions in the civil service. The Act expressly provides that vacancies occurring in the higher classes and grades shall be filled by promotion of persons in the service.

Transfers to the Federal classified civil service.

SEC. 59. The Philippine Civil Service Act and Rules provide for transfers from the Federal classified civil service of the United States to the classified civil service of the Philippine Islands. Transfers from the Philippine classified civil service to the Federal civil service, after three years' continuous service in the Islands, are allowable; the initiative in the matter of such transfers is not taken by the Philippine Government, but by an appointing officer in the Federal service.

Conditions of appointment and service.

SEC. 60. The conditions of appointment and service are shown below.

Assignment.—As the requests of the Philippine Government for the appointment of persons in the United States to positions in the Islands are usually by cablegram, and very brief, appointees can not be informed in advance to what Department, Bureau, or Office, or kind or class of work, they will be assigned upon arrival.

Climate.—There is continuous warm weather in the Philippines, but the heat is not intense, and the general health of American civilians who take reasonable care of themselves is good. During the greater part of the year Americans suffer less from the heat than during the summer months in many parts of the United States. April, May, and June are the hottest months. From July to October there are frequent rains which cool the atmosphere, and from November to March the weather is, as a rule, clear and pleasant. The nights during this period are cool; in fact, the nights are generally pleasant during the entire year, with the exception of possibly two or three months.

Clothing.—Americans usually dress in white drill suits. Serviceable white cotton drill suits are made to order in Manila for about \$3 each. Heavier clothing, adapted to the climate at times, can also be purchased at very reasonable prices.

Medical attendance.—At present medical attendance in Manila is furnished to employees without cost. A civil hospital has been established in Manila to the wards of which civilians are admitted at a uniform charge of \$1 per diem, with medical and surgical attendance, medical supplies, nursing, and food included. Those who desire private rooms are required to pay \$2.50 per diem.

Office hours.—The regulations governing the hours of labor in the Philippine civil service require of each employee not less than seven hours of labor each day, exclusive of Sundays and public holidays, except that on Saturdays throughout the year the required number of hours of labor on each day may be reduced to five hours.

Cost of living.—The cost of living in the provinces is generally less than in Manila. In Manila the cost to employees is determined largely by the manner of living. The living expenses of many who live in families or in messes are from \$35 to \$45 a month. The rate at the hotels is from \$40 to \$60 a month. A civil

commissary has been established, the advantages of which are available to civilians in the provinces but not in Manila. An electric street railway is in operation in Manila and outlying districts. With rapid-transit lines extending into the suburbs, the cost of living need not eventually be much greater than in the United States.

FORMS PRESCRIBED BY THE BUREAU OF CIVIL SERVICE.

SEC. 61. *Form No. 2. Application for examination* (English and Spanish).—To be filed by applicants for examination with a view to appointment to clerical, professional, or technical positions.

Form No. 3. Monthly report of changes and absences of officers and employees (English only).—To be forwarded to the Bureau of Civil Service on the first of every month by the head of each Bureau or Office, giving all changes and absences for the preceding month. The provincial board will render a consolidated monthly report for the entire province, all provincial officers, the governor, treasurer, supervisor, fiscal, secretary, president of provincial board of health, and register of deeds, and all employees under them, being included in one report. Each of the judges of the Courts of First Instance will either render one report for his district, including therein all employees under him, or direct the clerk of court of each province to render a separate report to the Bureau of Civil Service promptly at the beginning of each month covering the court employees in the province.

Form No. 7. Request for transfer (English only).—To be used by heads of Bureaus and Offices in requesting the transfer of an employee from one classified position to another.

Form No. 8. Request for certification for reinstatement (English only). To be used by heads of Bureaus and Offices in requesting the reinstatement of a person who has served in a position classified under the Civil Service Act and Rules.

Form No. 9. Request for certification for original appointment (English only).—To be used by the heads of Bureaus and Offices in requesting a certification of names of persons eligible to appointment to a classified position.

Form No. 18. Report of selection for appointment (English only).—To be used by heads of Bureaus and Offices in reporting the selection or selections for appointment made from certification of names in response to request on Form No. 9.

Form No. 32. Oath of office (English only).—To be executed by the appointee on the date of entry into the position to which promoted, reduced, transferred, reinstated, or originally appointed.

Form No. 33. Appointment (English only).—To be forwarded to the Bureau of Civil Service by the heads of Bureaus and Offices for every appointment in the classified service, whether by promotion, reduction, transfer, reinstatement, or original appointment. This form is not to be forwarded until the appointee has entered upon the performance of his duties; the date of such entry will be the date the appointment is to take effect. The character of the appointment is to be stated in the last blank line, e. g., "Transfer from the Bureau of at \$900;" "Reinstatement;" "Probational appointment;" "Promotion from \$720." Form No. 33 is not to be used in appointing a person to any unclassified position or in cases of temporary appointment or temporary or emergency employment.

Form No. 35. Application and examination for the trades and skilled occupations (English and Spanish).—To be used by applicants for the trades and skilled occupations. In most cases the examination consists wholly of the evidence of experience, training, character as workman, age, and physical condition contained in this form. In other cases, additional elements, consisting of practical questions, or the second or third grade examination, are included.

Form No. 39. Application for accrued leave of absence (English only).—To be filed by the officer or employee two weeks in advance, wherever possible, of the date on which the accrued leave requested is desired to become effective. The first indorsement on this form, containing the service record and report of previous absences on accrued and vacation or sick leave, should be completely filled by the head of the Bureau or Office, and the application promptly forwarded to the Bureau of Civil Service.

Form No. 40. Application for leave of absence on account of illness (English only).—To be used by officers and employees in applying for further leave in case of absence on account of wounds or injuries incurred in the performance of duty, extending beyond the allowable vacation leave. This form must be accompanied by medical certificate on Form No. 41. (See par. e, sec. 3, Civil Service Rule XVI.)

Form No. 41. Medical certificate (English only).—Form No. 40 must always be accompanied by Form No. 41, completely executed by the physician or physicians who were in actual attendance upon the applicant for the whole of the period or periods for which the extension of vacation leave on account of wounds or injuries is requested.

Form No. 41 must also accompany every application made under paragraph c, section 4, Act No. 1040, for payment for leave on account of illness in advance of the date on which payment for such leave may properly be made under the provisions of section 2 or 3 of that Act. (See sec. 3, par. c, and secs. 5 and 9, Civil Service Rule XVI.) Form No. 41 must also accompany every application for vacation leave covering absence immediately preceding death. (See par. b, sec. 2, Civil Service Rule XVI.)

Form No. 47. Application for examination—supplementary certificate for professional, scientific, or technical positions (English only).—To be filed by all applicants for examination with a view to appointment to professional, scientific, or technical positions, as a supplement to Form No. 2, which must also be filed by them.

Form No. 48. Daily time record.—Section 3 of Civil Service Rule XV provides that each head of a Bureau or Office shall require a daily record of attendance to be kept on this form by all officers and employees (including teachers) under him who are entitled to leave of absence or vacation, except those serving in the field or on the water. The officer or employee in charge will verify the correctness of these records and forward them to the chief of the Bureau or Office, who will use them as a basis for rating punctuality and attendance in the semiannual efficiency report on Form No. 54. The daily time record on Form No. 48 will not be transmitted to the Bureau of Civil Service except upon request therefor.

Form No. 52. Efficiency record of employees.—To be compiled by the chief of Bureau, chief of division, or other designated officer or employee, in accordance with the provisions of section 4, Civil Service Rule IX. This form will be retained in the Bureau or Office as a permanent office record.

Form No. 54. Semiannual efficiency report.—To be compiled from data obtained from Forms 48 and 52, and forwarded to the Bureau of Civil Service on the first day of January and July, in accordance with the provisions of section 4 of Civil Service Rule IX, giving the efficiency ratings for the preceding six months. The provincial board will render a consolidated report for the entire province, all provincial employees under the governor, treasurer, supervisor, fiscal, secretary, president of provincial board of health, and register of deeds, being included in one report. Each of the judges of the Courts of First Instance will render one report for his district, including therein all employees under him.

Form No. 55. Application for vacation leave of absence (English only).—All applications for vacation leave of absence for a period of one full day or more

must be made on this form five days in advance wherever possible; if application was not made in advance, a brief explanation must be given on the form of the cause of the delay and a statement of whether or not notice of absence was immediately sent to the head of the Bureau or Office. Application for more than two days must be immediately transmitted to the Bureau of Civil Service by the head of the Bureau or Office, the first indorsement being carefully completed by him; if there are no unreported absences chargeable to vacation leave that fact must be stated in the indorsement, and if application was not made in advance the date of the receipt of notice of absence must also be given. Applications for two days or less may be retained by the head of any Bureau or Office, if so preferred by him, and forwarded to the Bureau of Civil Service on the first day of the following month as enclosures to monthly report on Form No. 3; when forwarded with Form No. 3 the first indorsement on Form No. 55 need not be completed, but the absence must be entered on Form No. 3 as usual. If Form No. 55 is not retained for the purpose of forwarding as an enclosure to Form No. 3, the first indorsement must be completed by the head of the Bureau or Office and the application transmitted to the Bureau of Civil Service as in the case of an application for more than two days.

NOTE.—The above forms are furnished by the Bureau of Civil Service on request, and should always be ordered by form number. Provincial officers should telegraph their orders when necessary.



